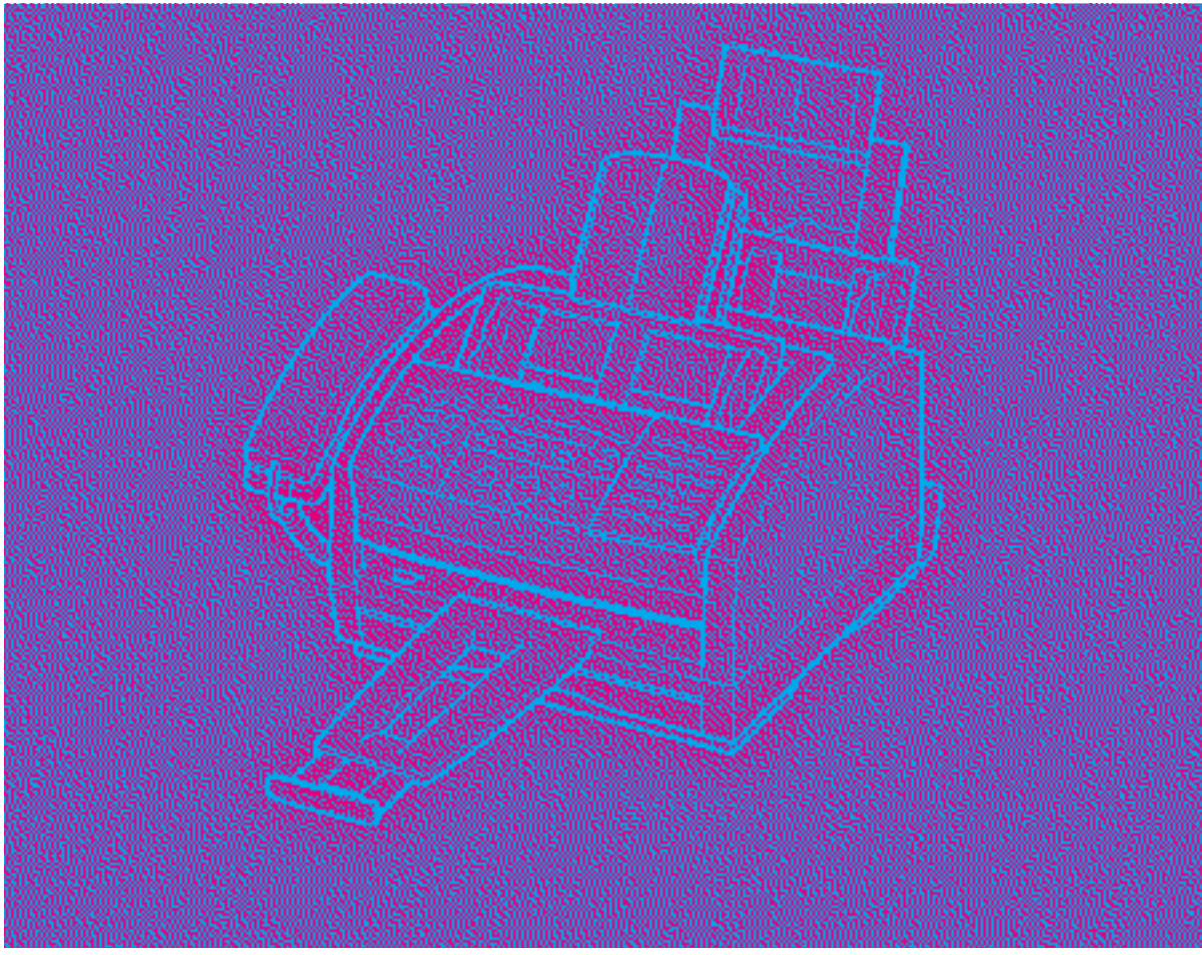
Canon

SUPER G3
HIGH-SPEED FACSIMILE

LASER CLASS® 2060P

USER'S GUIDE



ENGLISH

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As an ENERGY STAR® Partner, Canon has determined that the LASER CLASS 2060P meets the Energy Star guidelines for energy efficiency.

Super G3 is a phrase used to describe the new generation of fax machines that use ITU-T V.34 standard 33.6Kbps* modems. Super G3 High Speed Fax machines allow transmission time of approximately 3 seconds* per page which results in reduced telephone line charges.

*Approximately 3 seconds per page fax transmission time based on ITU-T No.1 Chart, (JBIG, Standard Mode) at 33.6Kbps modem speed. The Public Switched Telephone Network (PSTN) currently supports 28.8Kbps modem speeds or lower, depending on telephone line conditions.

USERS IN U.S.A.

PRE-INSTALLATION REQUIREMENTS FOR CANON FACSIMILE EQUIPMENT

A. Location

Supply a suitable table, cabinet, or desk. See Appendix for the unit's dimensions and weight.

B. Order Information

1. Only a single line, touch tone, or rotary telephone set is to be used.
2. Order an RJ11-C modular jack (USOC code), which should be installed by the phone company. If the RJ11-C jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or equivalent. Use one line per unit.

   DDD (DIRECT DISTANCE DIAL) LINE

   or

   IDDD (INTERNATIONAL DIRECT DISTANCE DIAL) LINE IF YOU COMMUNICATE OVERSEAS

Canon recommends an individual line following industry standards [e.g., the 2500 (Touch Tone) or 500 (Rotary/Pulse Dial) telephones]. A dedicated extension of a PBX unit without "Call Waiting" can be used with your unit. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error.

C. Power Requirements

This equipment should be connected to a standard 120 volt AC, three-wire grounded outlet only. Do not connect this unit to an outlet or power line shared with other appliances that cause "electrical noise." Air conditioners, electric typewriters, copiers, and machines of this sort generate noise which often interferes with communications equipment and the sending and receiving of documents.

CONNECTION OF THE EQUIPMENT

This equipment complies with Part 68 of the FCC rules. On the rear panel of this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment. If requested, this information must be given to the telephone company. This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs.

An FCC compliant telephone cord and modular jack is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant. See Installation Instructions for details.

This REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but all areas, the sum of the REN's should not exceed five(5.0). To be certain of the number of devices that may be connected to the line, as determined by the total REN's, contact the telephone company to determine the maximum REN for the calling area.

IN CASE OF EQUIPMENT MALFUNCTION

Should any malfunction occur which cannot be corrected by the procedures described in this User's Guide, disconnect the equipment from the telephone line or unplug the power cord. The telephone line should not be reconnected nor the power cord plugged in until the problem is completely resolved. Users should contact their local authorized Canon Facsimile Dealer for servicing of equipment.

RIGHTS OF THE TELEPHONE COMPANY

Should the equipment cause harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services which may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user.

WARNING

Facsimile Transceiver, Model H12157

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:
(1) This device may not cause harmful interference, and
(2) this device must accept an interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver connected.
- Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cable is required to comply with class B limit in Subpart B of Part 15 of FCC Rules. Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

Canon U.S.A. Inc.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
TEL. No. 1-800-OK-CANON

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

In order to program this information into your unit, you should complete registering your number and name. See Chapter 3, *Registering Information in the LASER CLASS 2060P,* for details.

USERS IN CANADA

PRE-INSTALLATION REQUIREMENTS FOR CANON FACSIMILE EQUIPMENT

A. Location

Supply a suitable table, cabinet, or desk. See Appendix for the unit's dimensions and weight.

B. Order Information

1. Provide only a single-line to touch-tone or rotary telephone set terminated with a standard 4-pin modular phone plug. (Touch-tone is recommended if available in your area.)
2. Order an CA11A modular jack (USOC code), which should be installed by the phone company. If the CA11A jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or equivalent. Use one line per unit.

   DDD (DIRECT DISTANCE DIAL) LINE

   or

   IDDD (INTERNATIONAL DIRECT DISTANCE DIAL) LINE IF YOU COMMUNICATE OVERSEAS

Note

Canon recommends an individual line following industry standards [e.g., the 2500 (Touch Tone) or 500 (Rotary/Pulse Dial) telephones]. A dedicated extension of a PBX unit without "Camp On" signals is also permissible with a fax unit. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error.

C. Power Requirements

The power outlet should be a three-prong grounded receptacle (Single or Duplex). It should be independent from copiers, heaters, air conditioners, or any electric equipment that is thermostatically controlled. The rated value is 120 volts and 15 amperes. The CA11A modular jack should be relatively close to the power outlet to facilitate installation.

NOTICE

The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications networks protective, operational and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

The Load Number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device, to prevent overloading. The termination on a loop may consist of any combination of devices subject only to the requirements that the total of the Load Numbers of all the devices does not exceed 100.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Ce appareil numerique de la class B respecte toutes les exgences du Reglement sur le materiel brouilleur du Canada.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5. The REN of this product is 0.3.

CANON CANADA INC.
1-800-263-1121
24 HOURS A DAY, SEVEN DAYS A WEEK

Safety Information

Laser Safety

The LASER CLASS 2060P complies with 21 CFR Chapter 1 Subchapter J as a Class 1 laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the LASER CLASS 2060P does not produce hazardous laser radiation.

Since radiation emitted inside the LASER CLASS 2060P is completely confined within protective housings, and external covers, the laser beam cannot escape from the machine during any phase of user operation.

CDRH Regulations

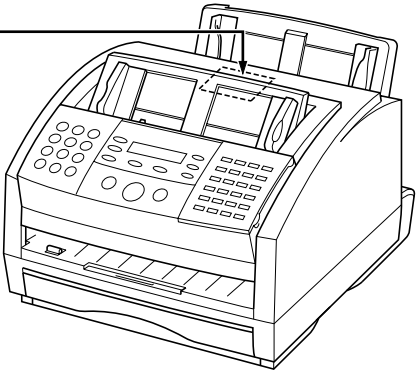
The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration implemented regulations for laser products on August 2, 1976. These regulations apply to laser products manufactured from August 1, 1976. Compliance is mandatory for products marketed in the United States.

Caution

Use of controls, adjustments or performance of procedures other than those specified in this user's guide may result in hazardous radiation exposure.

This label is attached to the laser scanner unit inside the LASER CLASS 2060P and is not in a user access area.

DANGER - Invisible laser radiation when open. AVOID DIRECT EXPOSURE TO BEAM.
CAUTION - INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO BEAM.
ATTENTION - RAYONNEMENT LASER INVISIBLE EN CAS D'OUVERTURE. EXPOSITION DANGEREUSE AU FAISCEAU.
VORSICHT - UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKUNG GEÖFNET. NICHT DEM STRAHL AUSSETZEN.
ATTENZIONE - RADIAZIONE LASER INVISIBILE IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.
PRECAUCION - RADIACION LASER INVISIBLE CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.
VARO! - AAVATTAESSA OLET ALTTIINA NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN.
VARNING! - OSYNLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPNAD. BETRAKTA EJ STRÅLEN.
ADVARSEL! - USYNLIG LASER STRÅLING, NÅR DENNE ER ÅBEN. UNDGÅ BESTRÅLING.
ADVARSEL - USYNLIG LASERSTRÅLING, NÅR DEKSEL ÅPNES. UNNGÅ EKSPONERING FOR STRÅLEN.
注 意 - このカバーの内部では不可視レーザー光が放射されています。レーザー光にさらされないようにしてください。
RS5-8169



Contents

Copyright ii
Trademarks iii
USERS IN U.S.A. iv
PRE-INSTALLATION REQUIREMENTS FOR CANON FACSIMILE EQUIPMENT iv
CONNECTION OF THE EQUIPMENT v
IN CASE OF EQUIPMENT MALFUNCTION v
RIGHTS OF THE TELEPHONE COMPANY v
WARNING vi
USERS IN CANADA viii
PRE-INSTALLATION REQUIREMENTS FOR CANON FACSIMILE EQUIPMENT viii
NOTICE ix
Safety Information xi
Laser Safety xi
CDRH Regulations xi

Contents xiii

Chapter 1 **Introducing the LASER CLASS 2060P** 1-1
Welcome 1-2
The Main Features of the LASER CLASS 2060P 1-3
The LASER CLASS 2060P Includes the Following Features: 1-3
Plain Paper Fax Features 1-4
Copier Features 1-5
Telephone Features 1-5
Using the LASER CLASS 2060P With the Printer Driver 1-7
Systems Requirements 1-7
Operating System Requirements 1-7
Hardware Requirements 1-7
Using Your Documentation 1-9
How to Use This User's Guide 1-9
Type Conventions Used in This User's Guide 1-11
Customer Support 1-11
Safety Instructions 1-12

Chapter 2 **Setting Up Your LASER CLASS 2060P** 2-1
Choosing a Location for Your LASER CLASS 2060P 2-3
Dimensions 2-4

Unpacking Your LASER CLASS 2060P 2-5
Do You Have Everything? 2-5
Lifting the LASER CLASS 2060P 2-7
Handset 2-8
Adjusting the Ringer Volume Switch and the Speaker Volume Switch 2-9
Removing Shipping Materials 2-10
Replaceable Parts 2-12
Assembling the LASER CLASS 2060P 2-13
Attaching Components 2-13
Attaching the Paper Loading Label 2-13
Attaching the Extension Tray 2-14
Straightening the Multi-Purpose Tray 2-14
Attaching the Support Trays 2-15
Attaching the Handset to Your Unit 2-16
Making Connections 2-19
Connecting the Telephone Line 2-19
Connecting an Extension Phone or Answering Machine 2-20
Connecting the LASER CLASS 2060P to Your PC 2-21
Connecting the Power Cord 2-22
Getting Acquainted With Your LASER CLASS 2060P 2-24
Front View 2-24
Inside View 2-25
Rear View 2-26
The Operation Panel 2-27
Special Function Buttons (One-Touch Speed Dial panel open) 2-30
The Toner Cartridge 2-32
Handling and Storing Cartridges 2-32
Installing/Replacing the Toner Cartridge 2-34
Loading Recording Paper 2-40
Loading Paper in the Cassette 2-42
Loading Paper in the Multi-Purpose Tray 2-45
Testing the LASER CLASS 2060P 2-47

Chapter 3 Registering Information in the LASER CLASS 2060P 3-1
Guidelines for Entering Information 3-2
Entering Numbers, Letters, and Symbols 3-3
Editing Information 3-4
Using the One-Touch Speed Dial button/ One-Touch Speed Dial Panel 3-5
Using the Special Function buttons 3-5

Using the Menu System....3-6
Personalizing Your LASER CLASS 2060P....3-8
Identifying Your Documents....3-8
Entering the Date and Time....3-9
Registering Your Fax Number and Name....3-10
Setting the Telephone Line Type....3-12

Chapter 4 Paper Handling....4-1
Guidelines for Selecting Print Media....4-2
Plain Paper....4-4
Labels....4-4
The Paper Path....4-5
Selecting Paper Delivery....4-7
Face-Down Delivery....4-8
Face-Up Delivery....4-9
Loading Paper....4-11
The Paper Cassette....4-11
The Multi-Purpose Tray....4-11
Changing a Paper Size from Letter- to A4-Size Paper in the Paper Cassette....4-12
Changing the Paper Size Setting....4-15
The Paper Cassette....4-15
The Multi-Purpose Tray....4-16

Chapter 5 Speed Dialing....5-1
Speed Dialing Methods....5-2
One-Touch Speed Dialing....5-3
Storing Numbers for One-Touch Speed Dialing....5-3
Changing a Number/Name Stored Under a One-Touch Speed Dialing Button....5-7
Using One-Touch Speed Dialing....5-10
Coded Speed Dialing....5-12
Storing Numbers for Coded Speed Dialing....5-12
Changing a Number/Name Stored Under a Coded Speed Dialing Code....5-17
Using Coded Speed Dialing....5-21
Group Dialing....5-23
Creating Groups for Group Dialing....5-23
Using Group Dialing....5-28
Using Directory Dialing....5-30

Chapter 6 **Sending Faxes** 6-1
Preparing to Send a Fax 6-3
Document Requirements 6-3
Scanning Area 6-5
Selecting Automatic/Manual Document Feed 6-6
Loading Documents for Automatic Feed 6-7
Loading Documents for Manual Feed 6-11
Setting the Resolution and Contrast 6-13
Setting the Scanning Resolution 6-13
Setting the Scanning Contrast 6-14
Sending Methods 6-16
Manual Sending Via the Handset 6-16
Memory Sending 6-16
Dialing Methods 6-17
Sending Documents 6-18
Manual Sending Via the Handset 6-18
Memory Sending 6-20
Adding Pages to the Document in the Automatic Document Feeder (ADF) 6-22
Canceling Sending 6-23
Removing the Document From the Automatic Document Feeder (ADF) 6-24
Redialing 6-26
Manual Redialing 6-26
Automatic Redialing With Memory Sending 6-26
Canceling Automatic Redialing 6-27
Setting Up Automatic Redialing 6-28
Sequential Broadcasting 6-31
Sending a Document to More Than One Destination 6-31
Sending a Document Using Group Dialing 6-33
Delayed Sending 6-34
Sending Other Documents While the LASER CLASS 2060P is Set for Delayed Sending 6-36

Chapter 7 **Receiving Faxes** 7-1
Different Ways to Receive a Fax 7-2
FAX/TEL AUTO SW 7-2
FAX ONLY MODE 7-2
DRPD (Distinctive Ring Pattern Detection) 7-2
Setting the RX MODE 7-3
Setting the Receive Mode 7-4

Receiving Faxes and Phone Calls Automatically: Fax/Tel Mode 7-4
Setting Up Fax/Tel Mode 7-5
What Happens When Fax/Tel Mode is Selected 7-6
Receiving Faxes Manually: MANUAL MODE 7-9
Receiving Faxes Automatically: FAX ONLY MODE 7-10
Using an Answering Machine: ANS.MACHINE MODE 7-10
Using the LASER CLASS 2060P With an Answering Machine 7-11
Documents Received in Memory 7-12
Messages Displayed When Documents are Received in Memory 7-12
Receiving While Registering or Copying 7-13
Canceling an Incoming Fax 7-14
Distinctive Ring Pattern Detection (DRPD) Feature 7-15
Types of Ring Patterns 7-15
Setting Up DRPD Mode 7-16
How DRPD Responds to Calls 7-21
LASER CLASS 2060P Set for Automatic Switching Between Fax and Telephone Calls 7-21

Chapter 8 Using the Memory Features 8-1
Documents Stored in Memory 8-2
Printing a List of Documents Stored in Memory 8-2
Printing Documents Stored in Memory 8-3
Method 1 8-3
Method 2 8-4
Sending Documents Stored in Memory 8-5
Deleting a Document Stored in Memory 8-7
Method 1 8-7
Method 2 8-8

Chapter 9 Setting Up and Using Polling 9-1
What's Polling? 9-2
Before You Use Polling Receiving 9-2
Polling to Receive Faxes 9-3
Requesting Another Fax to Send a Document 9-3
Canceling a Polling 9-5
Setting Up Polling Sending 9-6
Before You Can Be Polled to Send 9-6
Setting Up a Polling Box 9-6
Scanning a Document into the Memory for Polling Sending 9-9

Changing the Polling Box Setup 9-10
Canceling a Polling Box 9-12

Chapter 10 Special Features 10-1
Special Dialing 10-2
Dialing Through a Switchboard 10-2
Long Distance Dialing 10-2
How to Enter Pauses 10-2
Using Tone Dialing On a Pulse Line 10-4

Chapter 11 Making Copies 11-1
Making Copies 11-2

Chapter 12 Reports and Lists 12-1
Activity Report 12-2
Transmission (TX) Reports 12-4
Error TX Report 12-4
TX Report 12-5
Multi TX/RX Report 12-6
Reception (RX) Report 12-7
Memory Clear Report 12-8
Speed Dialing Lists 12-9
One-Touch Speed Dial List 12-10
Coded Speed Dial List 12-12
Group Dial List 12-13
User's Data List 12-14
Doc Memory List 12-15

Chapter 13 Frequently Asked Questions 13-1
If You Cannot Solve the Problem 13-2
Problems Index 13-3
Paper Jams 13-5
Jams in the Automatic Document Feeder (ADF)? 13-5
Jams in the Output Slots? 13-7
Jams in the Paper Cassette? 13-8
Jams Inside the Unit? 13-10
Jams in the Front Area of the Unit? 13-15
Jams in the Rear Cover of the Unit? 13-18
After Clearing a Paper Jam 13-20
Problems Feeding Paper into the LASER CLASS 2060P 13-21
Printing Problems 13-23
Print Quality Problems 13-28

Faxing Problems 13-29
Sending Faxes 13-29
Receiving Faxes 13-32
Telephone Problems 13-36
Copying Problems 13-37
General Problems 13-38
If the Power Goes Out 13-39
Error Codes, Messages, and Solutions 13-40
Message 13-40
Error Code 13-40
Cause 13-40
Action 13-40

Chapter 14 Maintaining Your LASER CLASS 2060P 14-1
Cleaning the LASER CLASS 2060P 14-2
Cleaning the LASER CLASS 2060P Exterior 14-2
Cleaning the Inside of the LASER CLASS 2060P 14-3
Cleaning the Scanner Components 14-6
Replacing the Toner Cartridge 14-9
Transporting the LASER CLASS 2060P 14-10

Chapter 15 The Menu System 15-1
Understanding the Menu System 15-2
Accessing the USER SETTINGS Menu 15-3
Accessing the REPORT SETTINGS Menu 15-5
Accessing the TX SETTINGS Menu 15-7
Accessing the RX SETTINGS Menu 15-9
Accessing the FAX'S PRINTER SET Menu 15-12
Accessing the POLLING BOX Menu 15-14
Accessing the SYSTEM SETTINGS Menu 15-16

Appendix Specifications A-1
General A-2
Plain Paper Fax A-3
Copier A-6
Telephone A-7
Document Sizes A-8
Printing Area A-9

Glossary G-1

Index I-1

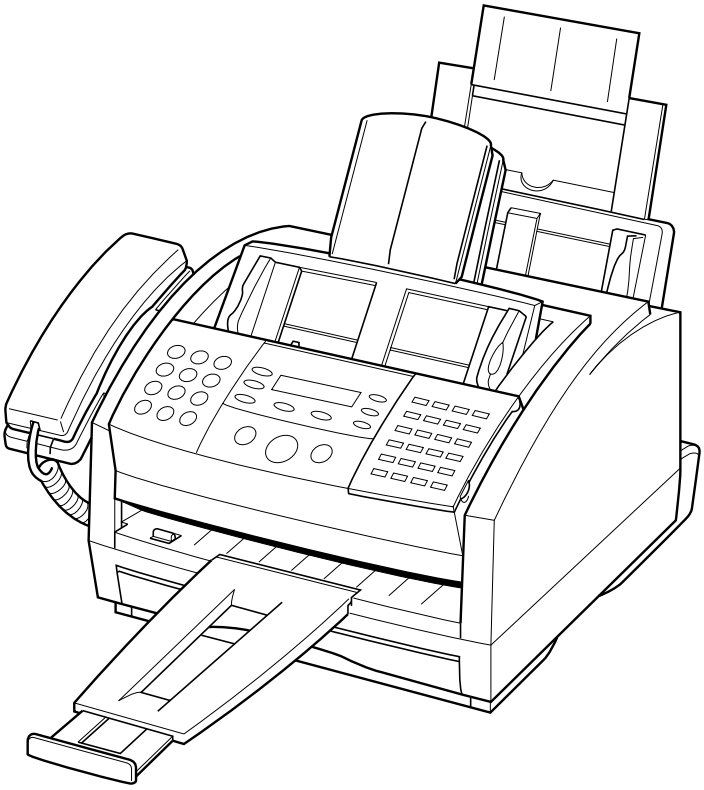
Chapter 1 Introducing the LASER CLASS 2060P

This chapter introduces you to the main features of the LASER CLASS 2060P. It also explains how to get the most out of the documentation that comes with the unit, and gives important safety instructions.

- ❑ Welcome 1-2
- ❑ The Main Features of the LASER CLASS 2060P 1-3
  - • The LASER CLASS 2060P Includes the Following Features: 1-3
  - • Plain Paper Fax Features 1-4
  - • Copier Features 1-5
  - • Telephone Features 1-5
- ❑ Using the LASER CLASS 2060P With the Printer Driver 1-7
  - • Systems Requirements 1-7
- ❑ Using Your Documentation 1-9
  - • How to Use This User's Guide 1-9
  - • Type Conventions Used in This User's Guide 1-11
- ❑ Customer Support 1-11
- ❑ Safety Instructions 1-12

Welcome

Thank you for purchasing the new Canon LASER CLASS 2060P. We are sure that your LASER CLASS 2060P will meet your fax and phone requirements easily and conveniently, as well as your copying and printing needs.



The Main Features of the LASER CLASS 2060P

The LASER CLASS 2060P is a multifunction system for your home or small office. The LASER CLASS 2060P combines a plain paper fax machine, a copier, and a telephone into a single, convenient desktop unit.

The LASER CLASS 2060P's multitasking ability enables you to perform a number of operations simultaneously. For example, you can make copies at the same time you are sending a fax or receiving a fax into memory.

The compact size of the LASER CLASS 2060P makes it ideal for desktop use, and allows you to use it in places where other machines may not fit.

The LASER CLASS 2060P Includes the Following Features:

Excellent print quality and speed

The LASER CLASS 2060P offers 600 × 600 dpi laser beam printing, providing you with high resolution text and graphics. The exceptional printing speed of 6 pages per minute of plain A4-size paper allows you to work more efficiently.

Simple maintenance

The FX-3 toner cartridge for the LASER CLASS 2060P contains both the toner and drum, making installation and replacement simple.

Convenient paper handling

The paper cassette holds up to approximately 250 sheets* of plain A4- or letter-size paper, and the multi-purpose tray holds up to approximately 100 sheets* of plain A4-, letter-, legal-, custom1**-, or custom2**-size paper.

Economy toner-saving printing

The LASER CLASS 2060P includes an economy printing mode that uses up to approximately 30-40% less toner, resulting in longer cartridge life.

* 20 lb (75 g/m^2) paper

**The LASER CLASS 2060P allows you to print different size paper. See "Accessing the FAX'S PRINTER SET Menu" on page 15-12, for details.

Plain Paper Fax Features

UHQ™ Image Processing System

The LASER CLASS 2060P uses Canon's Ultra High Quality Image Processing System to provide enhanced definition in faxed photos.

Error Correction Mode (ECM)

Using the LASER CLASS 2060P's Error Correction Mode (ECM) reduces transmission errors when sending faxes to or receiving faxes from other fax machines that also have ECM capability.

Automatic switching between fax and voice calls

The LASER CLASS 2060P can automatically distinguish between fax calls and normal telephone calls, so that you can receive both through a single phone line.

Answering machine connection

You can connect an answering machine to the LASER CLASS 2060P to let it receive telephone messages and faxes while you are away from your desk.

Transmission speed

The LASER CLASS 2060P uses G3 data encoding methods that increase transmission speed to approximately 3 seconds* per page.

Memory sending/receiving

The LASER CLASS 2060P can store up to 340* fax pages (either received or to be sent) in its built-in memory, and can receive faxes while printing.

Flexible document feeding

The LASER CLASS 2060P includes an Automatic Document Feeder (ADF) that can be set for automatic document feed or manual document feed, according to your needs. This allows you to fax a variety of documents, from multipage documents (up to 30 A4- or letter-size pages, or 20 legal-size pages at a time), to a single photo or business card.

* Based on ITU-T No.1 Chart, standard mode

Reduced-size printing

The LASER CLASS 2060P automatically scales received faxes to fit the size of the paper loaded in the paper cassette or the multi-purpose tray. So if your client is sending you a fax on A4-size paper and you have letter-size paper in the multi-purpose tray, the fax will be scaled down and printed on letter-size paper.

Automatic dialing and broadcasting

To make faxing even easier, the LASER CLASS 2060P provides several automatic dialing methods: One-Touch Speed Dialing, Coded Speed Dialing, and Group Dialing. The LASER CLASS 2060P also enables you to broadcast faxes or send faxes at a preset time to as many as 133 locations at once.

Copier Features

Up to 99 copies

The LASER CLASS 2060P can make up to 99 copies of a document at a time, at a rate of up to six copies per minute.

600 × 600 dpi resolution

The LASER CLASS 2060P copies documents at 600 × 600 dpi when using direct copying and 300 × 600 dpi when using memory copying.

Copy reduction

The LASER CLASS 2060P can reduce copies to 90%, 80% or 70% of their original size. This allows you to copy legal-size documents onto letter-size paper, for example.

Telephone Features

Automatic dialing

The LASER CLASS 2060P's three automatic dialing methods (One-Touch Speed Dialing, Coded Speed Dialing, and Group Dialing) can be used to store phone numbers and fax numbers for easy and efficient calling.

Connection for the handset, an answering machine, or a telephone

Connecting the handset or a telephone to the LASER CLASS 2060P allows you to use it to make and receive normal telephone calls. In addition, connecting an answering machine allows you to receive faxes and phone messages while you are away from your desk.

Distinctive Ring Pattern Detection capability (DRPD)

The DRPD feature of your LASER CLASS 2060P allows you to have two or more telephone/fax numbers assigned to your LASER CLASS 2060P using only one telephone line. You can use this feature when you subscribe to a DRP service offered by some telephone companies.

Using the LASER CLASS 2060P With the Printer Driver

The printer driver that is included with your LASER CLASS 2060P unit allows you to use the LASER CLASS 2060P's printing function directly from your PC.

- ❏ Use the LASER CLASS 2060P as the default printer for Windows applications.

For more information on using the printer driver with your LASER CLASS 2060P, refer to the manual of the printer driver stored on the supplied PRINTER DRIVER CD-ROM.

Systems Requirements

The following hardware and software are necessary to operate the printer driver with the LASER CLASS 2060P. These are the minimum requirements:

Operating System Requirements

- Windows 95/98
- Windows Me
- Windows NT 4.0
- Windows 2000

Hardware Requirements

Windows 95/98

- ❏ An IBM or PC/AT compatible computer with a Pentium 90 MHz or faster processor
- ❏ 32 MB of RAM or more
- ❏ 15 MB of free hard disk space or more
- ❏ 256-color SVGA monitor or greater
- ❏ Bi-directional Centronics®-compatible parallel cable, no longer than 6.6 feet (2 meters) and IEEE 1284-compliant
- ❏ CD-ROM drive

Windows Me

- ❏ An IBM or PC/AT compatible computer with a Pentium 150 MHz or faster processor
- ❏ 32 MB of RAM or more
- ❏ 15 MB of free hard disk space or more
- ❏ 256-color SVGA montitor or greater
- ❏ Bi-directional Centronics®-compatible parallel cable, no longer than 6.6 feet (2 meters) and IEEE 1284-compliant
- ❏ CD-ROM drive

Windows NT 4.0 with Service Pack 3 or higher

- ❏ An IBM or PC/AT compatible computer with a Pentium 90 MHz or faster processor
- ❏ 32 MB of RAM or more
- ❏ 15 MB of free hard disk space or more
- ❏ 256-color SVGA monitor or greater
- ❏ Bi-directional Centronics®-compatible parallel cable, no longer than 6.6 feet (2 meters) and IEEE 1284-compliant
- ❏ CD-ROM drive

Windows 2000

- ❏ An IBM or PC/AT compatible computer with a Pentium 133 MHz or faster processor
- ❏ 64 MB of RAM or more
- ❏ 15 MB of free hard disk space or more
- ❏ 256-color SVGA monitor or greater
- ❏ Bi-directional Centronics®-compatible parallel cable, no longer than 6.6 feet (2 meters) and IEEE 1284-compliant
- ❏ CD-ROM drive

Using Your Documentation

Your LASER CLASS 2060P includes the following documentation to help you learn how to use your unit quickly and easily:

- ❏ **LASER CLASS 2060P User's Guide** (this guide) — This guide provides detailed information on how to set up, operate, maintain, and troubleshoot your LASER CLASS 2060P.
- ❏ **Printer Driver Manual** — This manual is stored on the supplied PRINTER DRIVER CD-ROM, and describes how to use your LASER CLASS 2060P to print from within your PC's Windows environment. Refer to this manual whenever you need information about printing from your PC.
- ❏ **Printer Driver Quick Start Guide** — This guide provides a quick reference on how to install the printer driver into your PC, and how to print from your PC with your LASER CLASS 2060P.

How to Use This User's Guide

To make the best use of this user's guide in learning how to set up and operate your LASER CLASS 2060P, be sure to do the following:

- ❏ Read this chapter to learn about the LASER CLASS 2060P's main features and for guidelines on using the unit safely.
- ❏ Carefully follow the instructions in Chapter 2, "Setting Up Your LASER CLASS 2060P" to get your unit unpacked and assembled properly.
- ❏ Read Chapter 3 to learn how to enter information in the LASER CLASS 2060P and to register your user information.
- ❏ Read Chapter 4 to learn about the types of print media you can use with your LASER CLASS 2060P, and for instructions on selecting paper delivery and loading paper.
- ❏ Read Chapter 5 to learn how to register numbers for speed dialing, how to change them, and how to use speed dialing to send faxes.
- ❏ Read Chapter 6 through 11 to master the LASER CLASS 2060P operating procedures (such as sending faxes, receiving faxes, and making copies) and to learn more about its special features (such as special dialing features).

- ❏ Refer to Chapter 12 to learn about the reports and lists that can be automatically or manually printed from your LASER CLASS 2060P.
- ❏ If your LASER CLASS 2060P begins operating improperly, use Chapter 13, "Frequently Asked Questions," to try to solve the problem.
- ❏ Look over Chapter 14, "Maintaining Your LASER CLASS 2060P" to become familiar with procedures for cleaning your LASER CLASS 2060P and replacing the toner cartridge.
- ❏ Refer to Chapter 15, "The Menu System" to learn how to change the settings of the LASER CLASS 2060P.
- ❏ Refer to Appendix for the LASER CLASS 2060P technical specifications.

If you still have questions about how to use your LASER CLASS 2060P, please contact your local authorized Canon Facsimile Dealer. They will be happy to answer your questions.

You must register your fax number, your name or company name, and the date and time in the LASER CLASS 2060P before using it. This is required by the FCC rules governing the use of fax equipment. For details on registering this information, refer to Chapter 3, "Registering Information in the LASER CLASS 2060P."

Type Conventions Used in This User's Guide

This user's guide follows the conventions below to emphasize certain information that will help you use your LASER CLASS 2060P correctly and safely:

Cautions tell you how to avoid actions that could injure you or damage your LASER CLASS 2060P.

Notes provide advice for using your LASER CLASS 2060P more effectively, describe operating restrictions, and tell how to avoid minor operating difficulties.

In addition, this user's guide uses bold letters to show the names of buttons and switches on the LASER CLASS 2060P, such as **Stop**, **Set**, and **Start/Copy**. Text that appears in the unit's display is shown in plain capital letters, such as: RECEPTION OK.

Customer Support

Your LASER CLASS 2060P is designed with the latest technology to provide trouble-free operation. The warranty information at the back of this user's guide describes Canon's limited warranty for its products. Be sure to read this warranty information.

If you have a problem with the unit's operation, try to solve it by referring to the information in Chapter 13, "Frequently Asked Questions." If you cannot solve the problem or if you think your LASER CLASS 2060P needs service, contact your local authorized Canon Facsimile Dealer. If you think your LASER CLASS 2060P needs service, only an authorized Canon Facsimile Dealer will do warranty service.

You must have your sales receipt for warranty service.

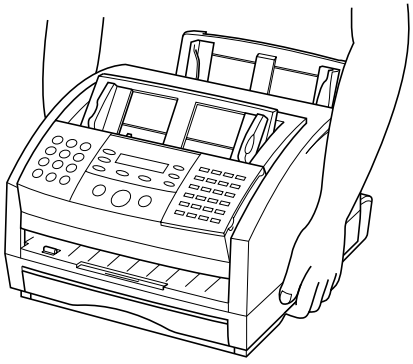
Safety Instructions

Read these safety instructions thoroughly before using your LASER CLASS 2060P, and keep them handy in case you need to refer to them later.

Except as specifically described in this user's guide, do not attempt to service the LASER CLASS 2060P yourself. Never attempt to disassemble the unit: opening and removing its interior covers will expose you to dangerous voltages and other risks. For all service, contact your local authorized Canon Facsimile Dealer.

- ❏ Always follow all warnings and instructions marked on the LASER CLASS 2060P.
- ❏ Use the LASER CLASS 2060P only on a sturdy, stable, level surface. If the unit falls, it could be seriously damaged.
- ❏ Do not use the LASER CLASS 2060P near water. If you spill liquid on or into the unit, unplug it immediately and call your local authorized Canon Facsimile Dealer.
- ❏ The back of the LASER CLASS 2060P includes slots and openings for ventilation. To keep the LASER CLASS 2060P from overheating (which can cause it to operate abnormally and create a fire risk), take care not to block or cover these openings. Do not operate the unit on a bed, sofa, rug, or other similar soft surface, or near a radiator or other heat source. Do not place the LASER CLASS 2060P in a closet or cabinet or on shelves unless adequate ventilation is available. See "Choosing a Location for Your LASER CLASS 2060P" on page 2-3 for guidelines on how much space the unit needs for ventilation.
- ❏ Operate the LASER CLASS 2060P only from the type of power source indicated on the unit's label. If you are unsure of the type of power available from your wall outlets, contact your local power company.
- ❏ Make sure the total amperage used by all devices plugged into the wall outlet does not exceed the ampere rating of the outlet's circuit breaker.
- ❏ Do not allow anything to rest on the power cord and do not place the LASER CLASS 2060P where the cord will be walked on. Make sure the cord is not knotted or kinked.

- ❏ Do not insert object of any kind into the slots or openings on the LASER CLASS 2060P's cabinet, as they could touch dangerous voltage points or short out parts, and result in fire or electric shock.
- ❏ Do not allow small objects (such as pins, paper clips, or staples) to fall into the LASER CLASS 2060P. If something does fall into it, unplug the unit immediately and call your local authorized Canon Facsimile Dealer.
- ❏ Do not plug the power cord into an uninterruptible power supply (UPS).
- ❏ Always unplug the LASER CLASS 2060P before moving or cleaning it.
- ❏ Whenever you unplug the LASER CLASS 2060P, wait at least five seconds before you plug it back in.
- ❏ Keep the LASER CLASS 2060P away from direct sunlight, as this can damage it. If you have to place it near a window, install heavy curtains or blinds.
- ❏ Do not expose the LASER CLASS 2060P to extreme temperature fluctuations. Install the unit in a place with temperatures between 50° and 90.5°F (10° and 32.5°C).
- ❏ Always unplug the LASER CLASS 2060P during thunderstorms.
- ❏ Before you transport the LASER CLASS 2060P, remove the toner cartridge.
- ❏ Always lift the LASER CLASS 2060P as shown below. Never lift it by its multi-purpose tray or other supports.



Unplug the LASER CLASS 2060P and contact your local authorized Canon Facsimile Dealer in any of these situations:

- ❏ If the power cord or plug is damaged or frayed.
- ❏ If liquid spills into the unit, or if it is otherwise exposed to rain or liquids.
- ❏ If you notice smoke, unusual noises or odor coming from it.
- ❏ If the LASER CLASS 2060P does not operate normally when you follow the operating instructions. Adjust only those controls that are covered by the operating instructions in this user's guide, or you can damage the unit and require extensive repair work.
- ❏ If the LASER CLASS 2060P is dropped or its cabinet damaged.
- ❏ If the LASER CLASS 2060P begins performing poorly, and you cannot correct the problem by following the procedures in Chapter 13, "Frequently Asked Questions."
- ❏ The handset emits low level electromagnetic waves. If you use a cardiac pacemaker and feel abnormalities, please move away from this product and consult your doctor.

Chapter 2
Setting Up Your LASER CLASS 2060P

This chapter tells you how to unpack, assemble, and connect your LASER CLASS 2060P, install the FX-3 toner cartridge, and load paper—everything you need to know to get your LASER CLASS 2060P ready to use.

❑ Choosing a Location for Your LASER CLASS 2060P 2-3
- Dimensions 2-4

❑ Unpacking Your LASER CLASS 2060P 2-5
- Do You Have Everything? 2-5
- Lifting the LASER CLASS 2060P 2-7
- Handset 2-8
- Adjusting the Ringer Volume Switch and the Speaker Volume Switch 2-9
- Removing Shipping Materials 2-10
- Replaceable Parts 2-12

❑ Assembling the LASER CLASS 2060P 2-13
- Attaching Components 2-13
  - Attaching the Paper Loading Label 2-13
  - Attaching the Extension Tray 2-14
  - Straightening the Multi-Purpose Tray 2-14
  - Attaching the Support Trays 2-15
  - Attaching the Handset to Your Unit 2-16

❑ Making Connections 2-19
- Connecting the Telephone Line 2-19
- Connecting an Extension Phone or Answering Machine 2-20
- Connecting the LASER CLASS 2060P to Your PC 2-21
- Connecting the Power Cord 2-22

❑ Getting Acquainted With Your LASER CLASS 2060P 2-24
- Front View 2-24
- Inside View 2-25
- Rear View 2-26
- The Operation Panel 2-27

Special Function Buttons (One-Touch Speed Dial panel open) 2-30

❑ The Toner Cartridge 2-32
- Handling and Storing Cartridges 2-32
- Installing/Replacing the Toner Cartridge 2-34

❑ Loading Recording Paper 2-40

Loading Paper in the Cassette 2-42

Loading Paper in the Multi-Purpose Tray 2-45

❑ Testing the LASER CLASS 2060P 2-47

Choosing a Location for Your LASER CLASS 2060P

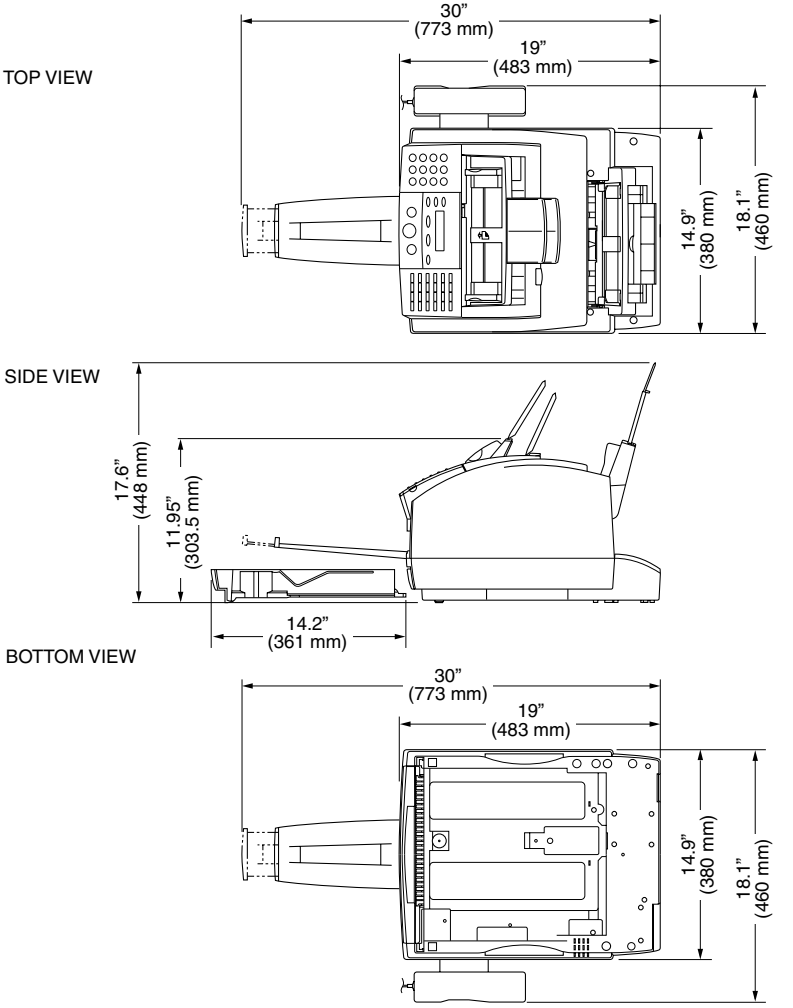
Before unpacking your LASER CLASS 2060P, follow these guidelines to choose an appropriate location for the unit.

Please review the information provided in "Safety Instructions" on pages 1-12 to 1-14, to make sure you are installing your LASER CLASS 2060P for safe use.

- ❑ Put the LASER CLASS 2060P in a cool, dry, clean, well ventilated place:
  - Make sure the area is free from dust.
  - Make sure the location is not affected by extreme temperature fluctuations, and remains between 50º and 90.5ºF (10º and 32.5ºC).
  - Make sure the area's relative humidity is always between 20% and 80%.
- ❑ Keep the LASER CLASS 2060P away from direct sunlight.
- ❑ If possible, place the LASER CLASS 2060P near an existing telephone outlet, to allow for an easy connection of the telephone line to the unit.
- ❑ Place the LASER CLASS 2060P near an electrical wall outlet that accepts a three-prong grounded plug, and that provides 120-volt AC (60 Hz) power. (This is standard for U.S. outlets; if you have any doubts, contact an electrician to check the power for you.)
- ❑ Place the LASER CLASS 2060P near the PC you will be connecting it to. Make sure you can reach it easily, as you will be using the LASER CLASS 2060P as a printer, fax machine, copier, and telephone.
- ❑ Do not plug the LASER CLASS 2060P into the same circuit as an appliance such as an air conditioner, electric typewriter, television, or copier. Such devices generate electrical noise that can interfere with your unit's ability to send or receive faxes.
- ❑ Set the LASER CLASS 2060P on a flat, stable, vibration-free surface that is strong enough to support its weight (about 28 lb/13 kg).

Dimensions

Make sure the location you choose provides enough space around the LASER CLASS 2060P for adequate ventilation, and to allow paper to flow freely into and out of the unit. The figure below shows the minimum space required for the unit.



Note

If you need help installing your LASER CLASS 2060P or have any questions about it, please contact your local authorized Canon Facsimile Dealer.

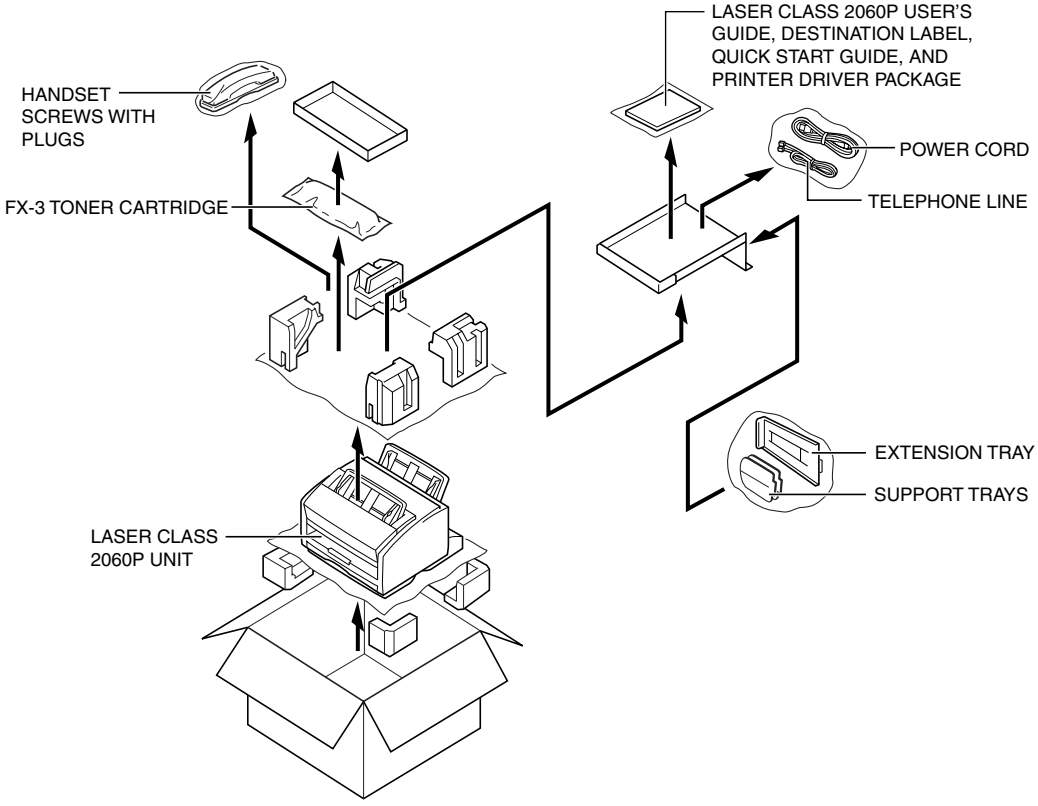
Unpacking Your LASER CLASS 2060P

Follow the directions below to unpack your LASER CLASS 2060P properly, and to make sure you have all of its components and documentation.

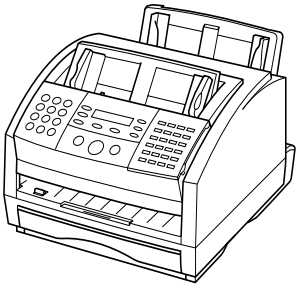
Do You Have Everything?

As you unpack the LASER CLASS 2060P, save the carton and packing material in case you want to move or ship the unit in the future.

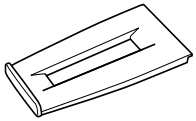
1. Carefully remove all items from the box. You should have someone help by holding the box while you lift the LASER CLASS 2060P and its protective packaging out of the carton.


LASER CLASS 2060P USER'S GUIDE, DESTINATION LABEL, QUICK START GUIDE, AND PRINTER DRIVER PACKAGE
HANDSET SCREWS WITH PLUGS
POWER CORD
TELEPHONE LINE
FX-3 TONER CARTRIDGE
EXTENSION TRAY
SUPPORT TRAYS
LASER CLASS 2060P UNIT

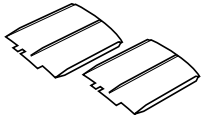
2. Make sure you have the following items:



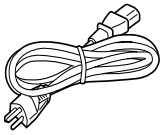
LASER CLASS 2060P UNIT



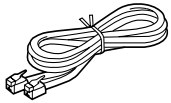
EXTENSION TRAY



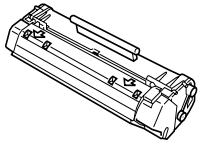
SUPPORT TRAYS



POWER CORD

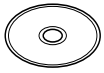


TELEPHONE LINE



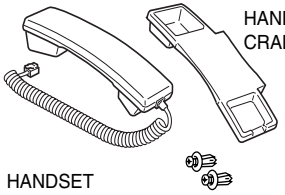
FX-3 TONER CARTRIDGE

LASER CLASS 2060P
USER'S GUIDE (This book)



PRINTER DRIVER CD-ROM

PAPER LOADING LABEL



HANDSET
CRADLE

HANDSET
SCREWS WITH PLUGS

QUICK START GUIDE

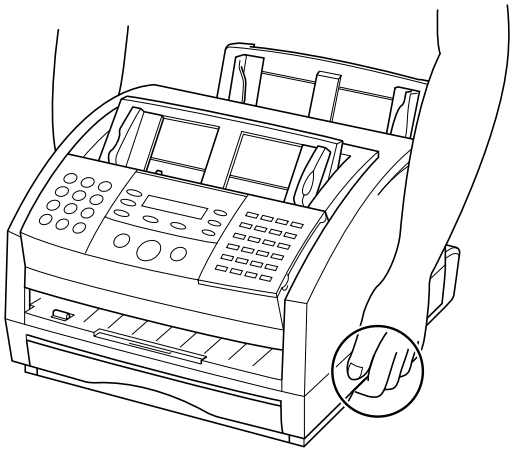
3. Make sure you also have the following:
   - ❏ Destination Label
   - ❏ Product Registration Sheet
   - ❏ Limited Warranty
   - ❏ Installation Completion Report

If any of the above items are damaged or missing, notify your local authorized Canon Facsimile Dealer immediately.

Lifting the LASER CLASS 2060P

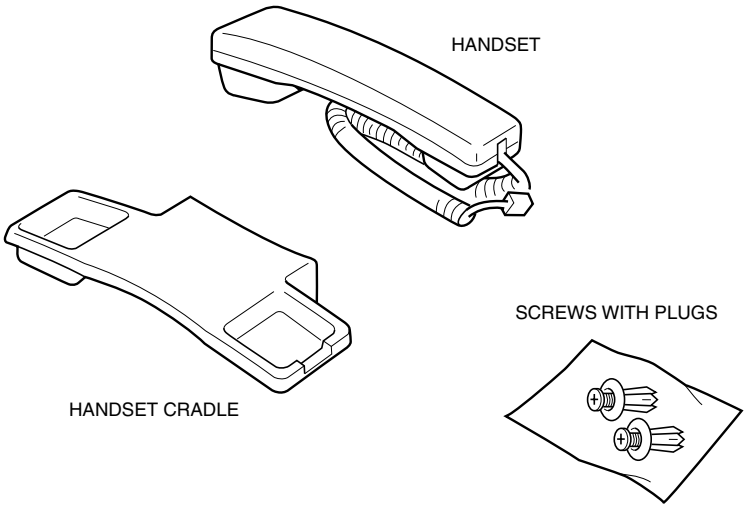
Whenever you plan to move the LASER CLASS 2060P, be sure to:

- ❑ Hold the unit firmly and keep it level.
- ❑ Always grip the sides of the unit. The recessed areas on each side of the unit serve as handles.



Handset

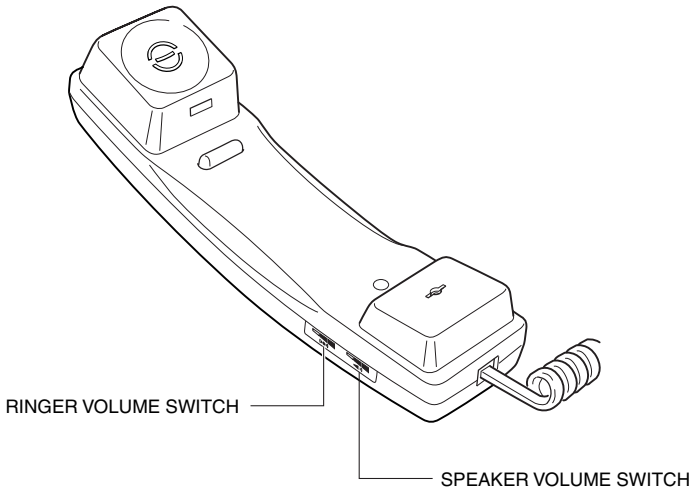
The handset is included with the LASER CLASS 2060P. Make sure you have the following items. If anything is damaged or missing, notify your Canon dealer immediately.



Adjusting the Ringer Volume Switch and the Speaker Volume Switch

The handset has a ringer volume switch and a speaker volume switch.

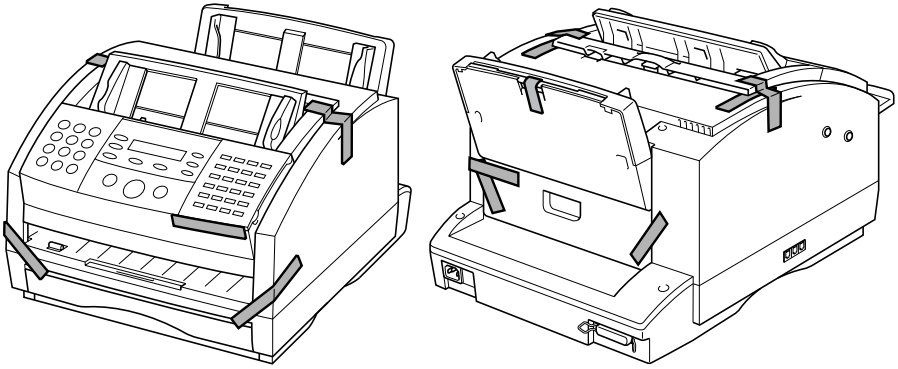
The ringer volume switch allows you to select the ring volume of the handset for incoming calls. Use a pen or other pointed object to adjust the switch to high or low.
The speaker volume switch allows you to select the volume of the handset so you can hear suitable sound from the speaker.



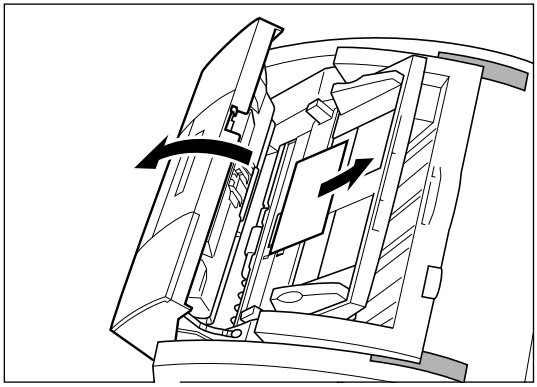
Removing Shipping Materials

In order to protect your LASER CLASS 2060P during shipping, the unit has been packed with protective material that you must remove before using. Follow these steps:

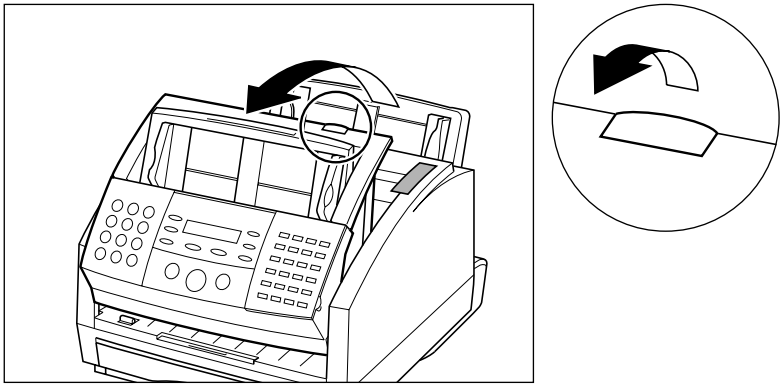
1. Remove all pieces of shipping tape from the outside of the LASER CLASS 2060P.



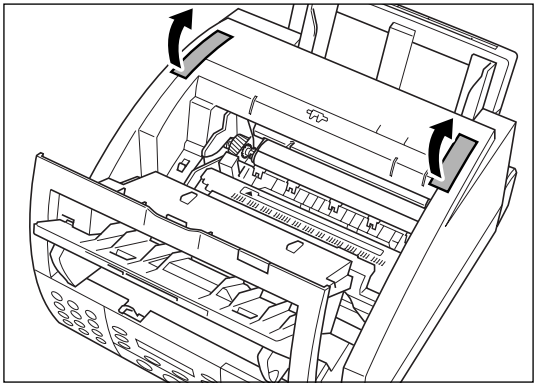
2. Open the operation panel by grasping it with both hands and gently pulling it toward you.
   Remove the soft styrene foam sheet from the Automatic Document Feeder (ADF), then gently close the operation panel by pressing it down from the center until it clicks.



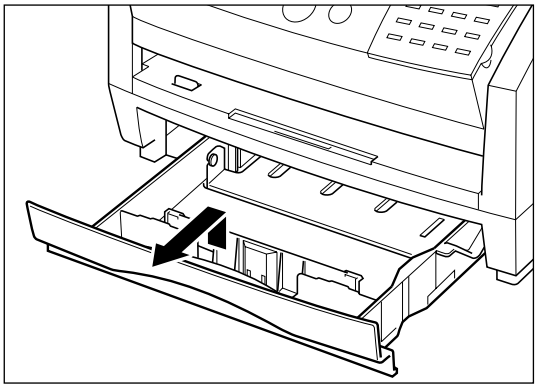
3. Open the front cover by lifting the right side release latch of the unit.
   - ❏ Lift the cover forward to its open position.



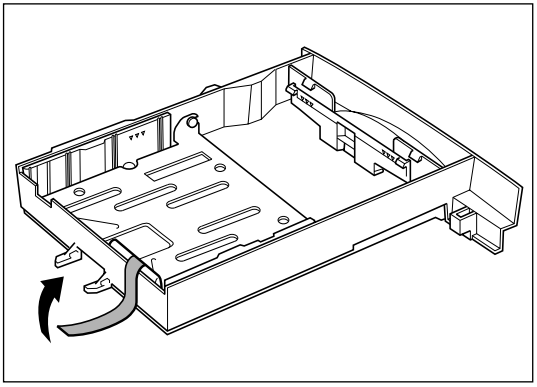
4. Remove all pieces of shipping tape from the inside of the LASER CLASS 2060P.



5. Lift the paper cassette slightly and pull it out.



6. Remove the shipping tapes and cardboard protector from inside the paper cassette.



Replaceable Parts

The only component of the LASER CLASS 2060P that needs regular service or replacement is the FX-3 toner cartridge. Although Canon manufactures many types of toner cartridges, the FX-3 toner cartridge is the only one designed to be used with your LASER CLASS 2060P. The FX-3 toner cartridge can be purchased at any Canon Facsimile Dealer.

Assembling the LASER CLASS 2060P

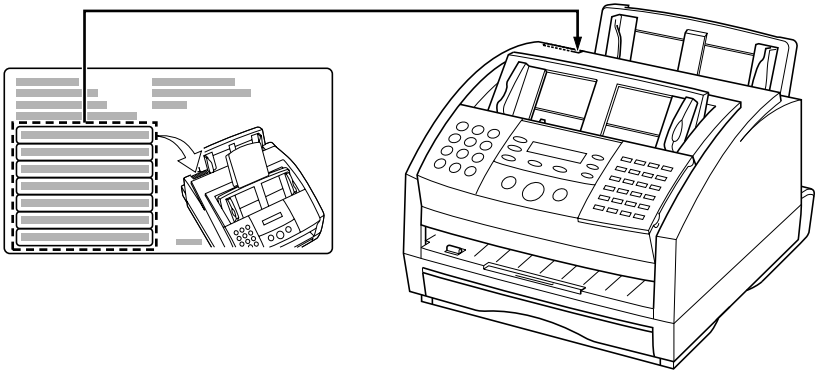
Use the following instructions to assemble your LASER CLASS 2060P main unit and components. To see how the LASER CLASS 2060P will look fully assembled, see "Getting Acquainted With Your LASER CLASS 2060P" on page 2-24.

Attaching Components

Attaching the Paper Loading Label

The paper loading label is included with your LASER CLASS 2060P unit.

Attach the label to the left of the multi-purpose tray as shown below.

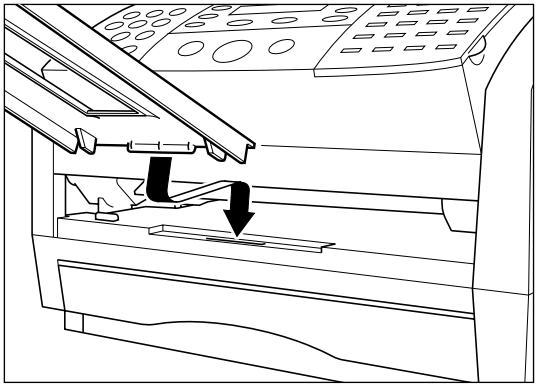


Attaching the Extension Tray

To attach the extension tray, insert the tab into the corresponding slot as shown in the illustration below. Pull the inside extension tray towards you.

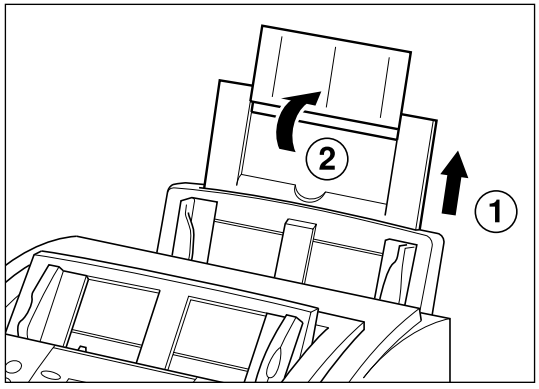
Note

Make sure the tab is inserted into the slot finally not to come off.



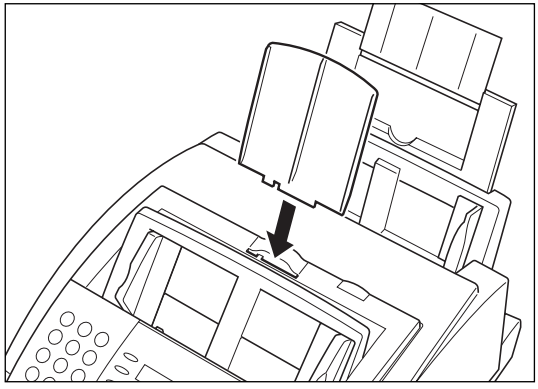
Straightening the Multi-Purpose Tray

To straighten the paper rest, hold its center tab and pull it up until it stops. Then, unfold the attached flap.

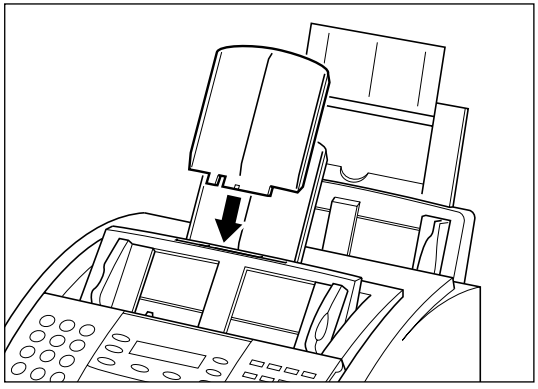


Attaching the Support Trays

There are two identical support trays. One of the support trays holds paper as it comes out of the face-down delivery slot. To install this support, insert the tabs into the corresponding slots above the face-down delivery slot, making sure that the smaller tab is on the left.



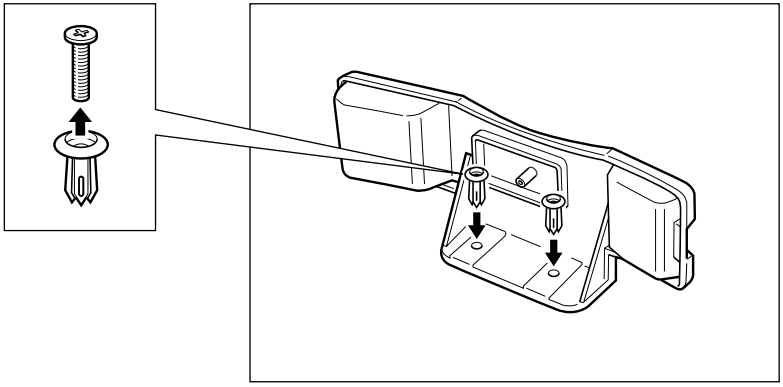
The other support tray holds documents as they are fed into the Automatic Document Feeder (ADF). To install this support, insert the tabs into the corresponding slots above the Automatic Document Feeder (ADF), making sure that the smaller tab is on the left.



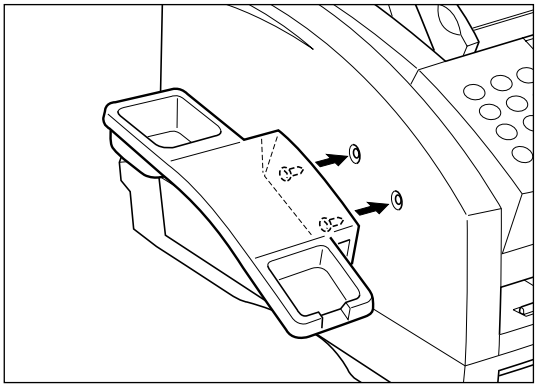
Attaching the Handset to Your Unit

To attach the handset to your unit, follow these steps:

1. Remove the screws from the plugs and insert the plugs into the holes on the handset cradle.



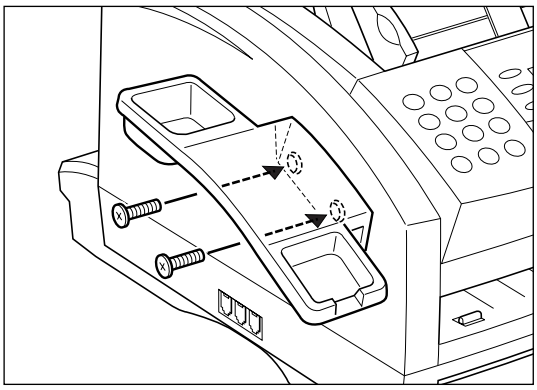
2. Insert the plugs with the handset cradle in the holes on the unit.



Note

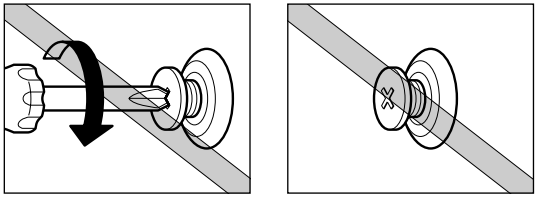
If you have difficulty inserting the plugs, turn the unit so that the left side is facing you and the right side is placed against a wall. This will allow you to insert the plugs without the unit moving.

3. Insert the screws into the plugs and push them in with your finger.

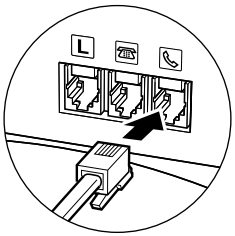


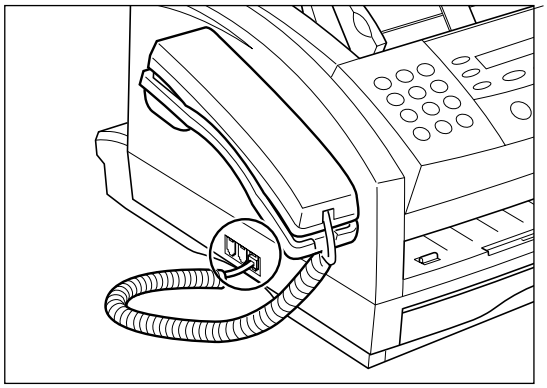
Note

- ❏ If you cannot push the screws in with your finger, use a Phillips screwdriver to push them in. (Do not screw them in as the screws may break.)
- ❏ Make sure the screws are inserted all the way into the plugs.



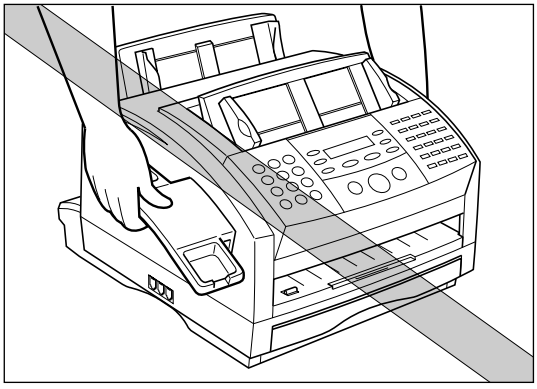
4. Connect the handset cord to the input jack marked ☎ at the left side of the unit.





Caution

When carrying the unit, do not lift it by the handset cradle as it may break.



Note

If you need to remove the handset cradle after it is installed, use a small Phillips screwdriver to remove the two screws.

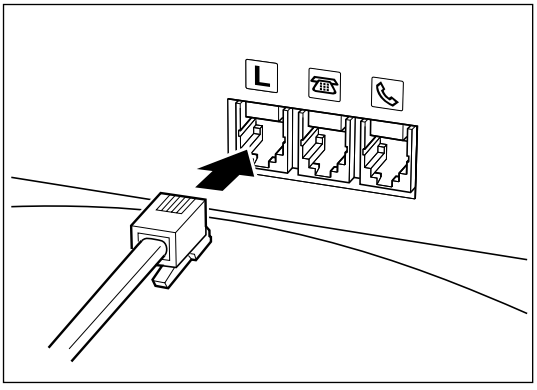
Making Connections

Connecting the Telephone Line

You need an RJ11-C type (modular) wall jack to connect the LASER CLASS 2060P to your telephone system. This is a standard wall jack. If you do not have this type of jack, contact your local telephone company to have one installed.

Connect the LASER CLASS 2060P to a telephone line as follows:

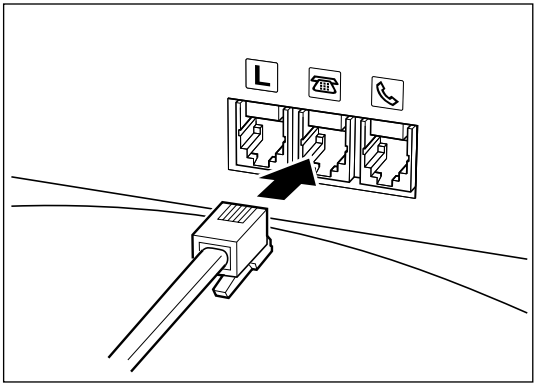
1. Connect one end of the supplied telephone line to the jack marked L on the left side of the LASER CLASS 2060P.



2. Connect the other end of the line to your wall telephone jack.

Connecting an Extension Phone or Answering Machine

Connect the end of the extension phone or answering machine cord to the jack marked ☎.



- ❏ If you connect an answering machine to the LASER CLASS 2060P, be sure to read your answering machine's manual.

Note

You can also connect the extension phone to the jack marked ☎ if you have not connected the handset.

Connecting the LASER CLASS 2060P to Your PC

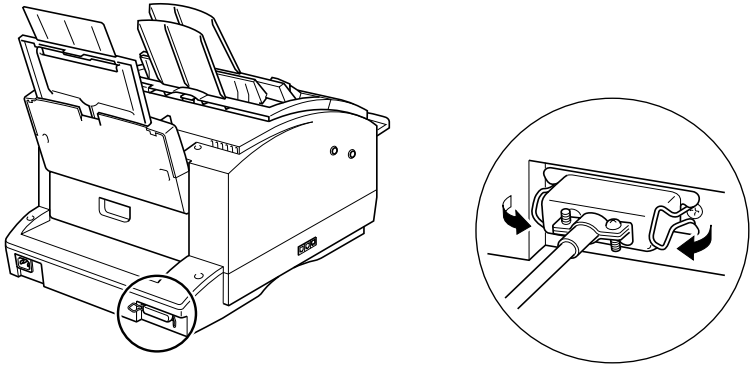
Your LASER CLASS 2060P has an 8-bit, bi-directional parallel interface port that allows you to connect it to a PC. To do this, you need to purchase a Centronics-compatible parallel interface cable from your dealer.

Note

For best results, use a cable that is no longer than 6.6 feet (2 meters). Canon recommends that you use a cable that complies with IEEE 1284. Contact your local authorised Canon Facsimile Dealer if you need help in selecting a cable.

Connect the LASER CLASS 2060P to your computer as follows:

1. Make sure the computer is turned off and the LASER CLASS 2060P is unplugged.
2. Connect the parallel interface cable to your LASER CLASS 2060P:
   a. Align the cable connector with the interface port so their shapes match.
   b. Gently press the cable connector into the port.
   c. Secure the cable connector by snapping both wire clips (on the sides of the port) into the cable connector, as shown below.



3. Connect the other end of the cable to the parallel interface port on your computer in the same manner.

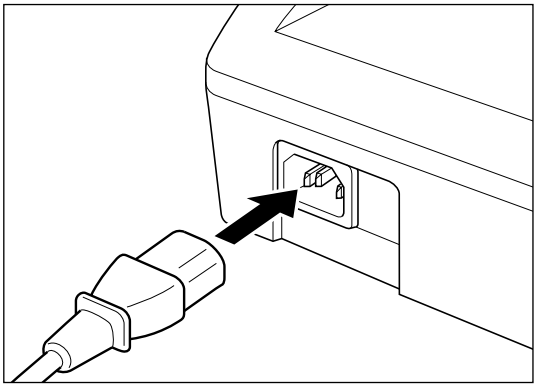
Connecting the Power Cord

Follow these guidelines when connecting your LASER CLASS 2060P to a power source:

- ❏ The LASER CLASS 2060P is intended for use in the U.S. and Canada only and requires 120 V AC. Do not use it outside the U.S. or Canada.
- ❏ Plug the LASER CLASS 2060P only into a 120-volt AC, 60 Hz, three-prong grounded outlet.
- ❏ Use only the power cord that came with the unit. Using a longer cord or extension cord can cause the LASER CLASS 2060P to malfunction.
- ❏ Unplug the unit only by pulling on the plug itself. Never pull on the cord.
- ❏ The LASER CLASS 2060P is equipped with a 3-prong, grounding-type plug (the third pin is a grounding pin). This plug will only fit into a grounding-type outlet. This is a safety feature. If you are unable to insert the plug into your outlet, contact an electrician to replace your outlet (do not use a 3-to-2 adapter). Do not defeat the safety purpose of the grounding-type plug.
- ❏ Do not plug the LASER CLASS 2060P into an outlet shared with an appliance such as an air conditioner, computer, electric typewriter, or copier. These devices generate electrical noise, which can interfere with the operation of the LASER CLASS 2060P.
- ❏ Make sure nothing is laying on the power cord, and that the cord cannot be walked on or tripped over.
- ❏ Do not overload the electrical outlet. Make sure the total amperage used by all the machines plugged into the outlet does not exceed the ampere rating of the outlet's circuit breaker.
- ❏ Do not plug the unit into an uninterruptible power supply (UPS).

Connect the power cord as follows:

1. Plug the supplied power cord into the power connector on the back of the LASER CLASS 2060P.



2. Plug the other end of the power cord into the outlet.

Note

The LASER CLASS 2060P has no power switch, so its power is on as long as it is plugged in. Once connected, though, the unit still needs to warm up before you can use it.

- ❏ While the LASER CLASS 2060P is warming up, the message PLEASE WAIT appears in the LCD display:

```
PLEASE WAIT
```

- ❏ When the date, the time, the receive mode, and the resolution mode appear, the LASER CLASS 2060P is in standby mode and ready for use:

```
12/31/2001 MON 10:00
FaxTel        STANDARD
```

Note

If the toner cartridge has not been installed yet, the message CHECK COVER/CART alternates with the standby mode display:

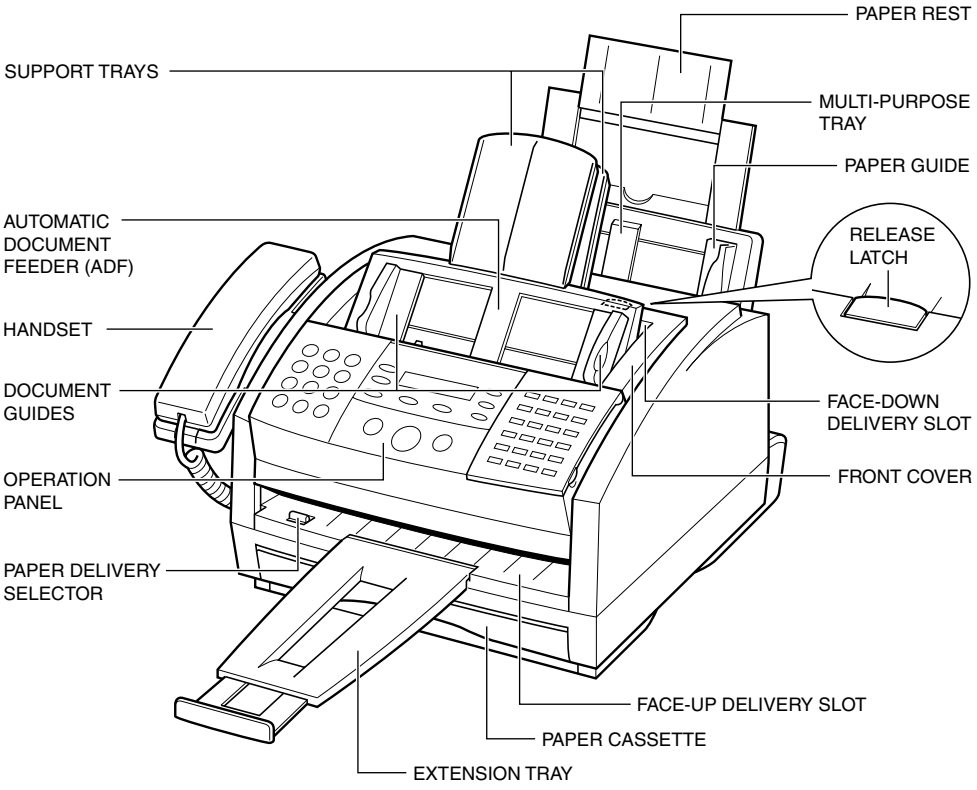
```
CHECK COVER/CART
```

```
12/31/2001 MON 10:00
FaxTel        STANDARD
```

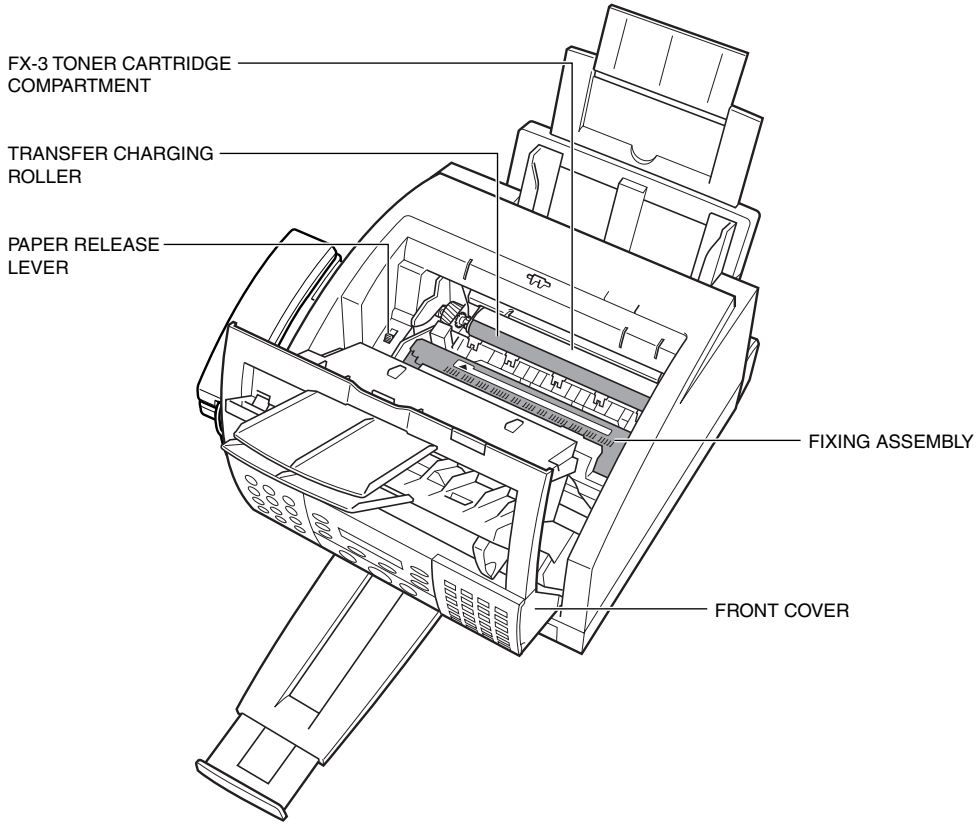
Getting Acquainted With Your LASER CLASS 2060P

Before using your LASER CLASS 2060P, look over the diagrams on these pages to become familiar with the unit's components.

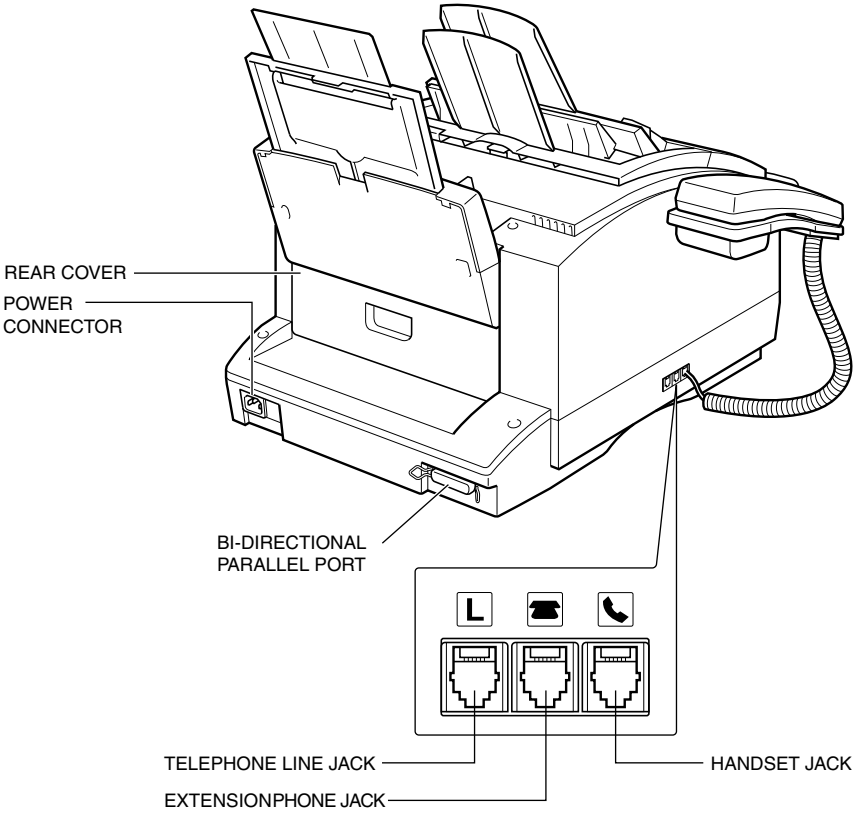
Front View



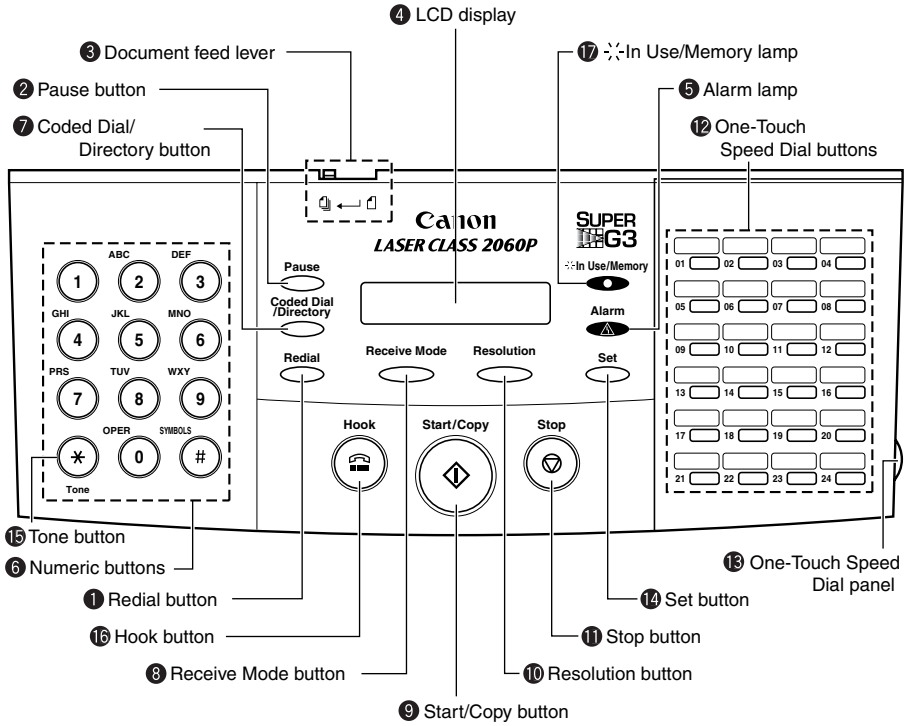
Inside View


FX-3 TONER CARTRIDGE COMPARTMENT
TRANSFER CHARGING ROLLER
PAPER RELEASE LEVER
FIXING ASSEMBLY
FRONT COVER

Rear View


REAR COVER
POWER
CONNECTOR
BI-DIRECTIONAL
PARALLEL PORT
L
TELEPHONE LINE JACK
EXTENSIONPHONE JACK
HANDSET JACK

The Operation Panel



❶ Redial button

Press this button to redial the last number that was dialed using the numeric buttons.

❷ Pause button

Press this button to enter pauses between digits when dialing or registering fax numbers.

❸ Document feed lever

Set this lever to the left ( ) for automatic document feed, or to the right ( ) for manual document feed.

❹ LCD display

The LCD display shows messages and prompts during operation, and displays selections, text, numbers, and names when registering information.

❺ **Alarm lamp**

This lamp flashes when an error occurs, or when the LASER CLASS 2060P is out of paper or toner.

❻ **Numeric buttons**

Use these buttons to enter numbers and names when registering information, and to dial fax/telephone numbers that are not registered for automatic dialing.

❼ **Coded Dial/Directory button**

Press this button to dial a fax/telephone number that you have registered for coded speed dialing or to look up the other party's name and retrieve the number for dialing.

❽ **Receive Mode button**

Use this button to select whether the LASER CLASS 2060P is set to receive both telephone calls and fax documents on the same line (Fax/Tel Mode), to receive faxes manually (MANUAL MODE), and to use an answering machine to receive all calls (ANS.MACHINE MODE).

❾ **Start/Copy button**

Press this button to begin faxing, or copying.

❿ **Resolution button**

Press this button to select the resolution the LASER CLASS 2060P will use for the document you want to fax, or copy.

⓫ **Stop button**

Press this button to cancel sending, receiving, or any other operation.

⓬ **One-Touch Speed Dial buttons**

Use these buttons for one-touch speed dialing.

⓭ **One-Touch Speed Dial panel**

This panel displays buttons 01-32. Open this panel to access the registration buttons.

⓮ **Set button**

Press this button to select a menu item when registering information.

⓯ **Tone button**

Press this button to connect to information services that accept tone dialing only, even if you are using a rotary pulse.

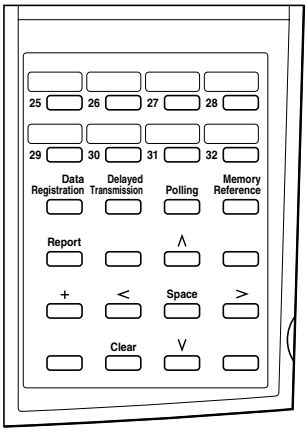
⓰ **Hook button**

Press to dial with the numeric buttons when using manual sending.

⓱ **In Use/Memory lamp**

Lights when the telephone line is being used or a document has been received in memory.

Special Function Buttons (One-Touch Speed Dial panel open)



❑ **Data Registration button**

Use this button to register user's data, speed dialing, and other important settings for sending, and receiving.

❑ **Delayed Transmission button**

Press this button to register a time for delayed sending.

❑ **Polling button**

Use this button to set a document for polling sending, and to poll the other fax to receive a document.

❑ **Memory Reference button**

Use this button to delete or resend documents stored in memory, or to print a list of documents in memory.

❑ **Report button**

Use this button to print activity reports. See Chapter 12, "Reports and Lists" for details.

- **Space button**

  Use this button to enter a space between letters and numbers when you are registering information.

- **Clear button**

  Use this button to clear an entire entry during information registration.

- **∧ ∨ Search buttons**

  Use these buttons to scroll the display so you can see other options and selections in the menus during data registration.

- **< > Cursor buttons**

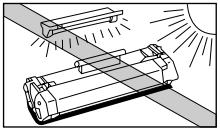
  Use these buttons to move the cursor left or right during data registration.

- **+ Plus button**

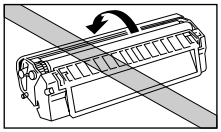
  Press this button to enter a **+** sign when registering your fax/ telephone number.

The Toner Cartridge

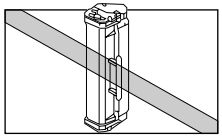
Handling and Storing Cartridges



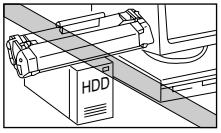
❑ Do not expose the cartridge to direct sunlight or bright light for longer than five minutes.



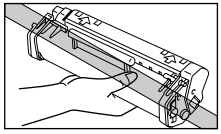
❑ Do not open the drum protective shutter on the cartridge. If the drum surface is exposed to light and damaged, print quality may deteriorate.



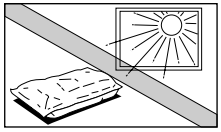
❑ Do not stand the cartridge on end, and do not turn it upside down. If toner becomes caked in the cartridge, it may prove impossible to free it even by shaking the cartridge.



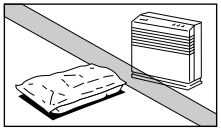
❑ Keep the cartridge away from computer screens, disk drives, and floppy disks. The magnet inside the cartridge may harm these items.



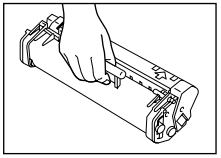
❑ Never touch the drum protective shutter. When holding the cartridge avoid touching the drum protective shutter with your hands.



❑ Do not store the cartridge in direct sunlight.



❑ Avoid locations subject to high temperature, high humidity, or rapid changes in temperature. Store the cartridge between 32º and 95º F (0º and 35º C).



❑ Hold the cartridge as shown so that your hand is not touching the drum's protective shutter.

- ❏ Store the cartridge in its protective bag. Do not open the bag until you are ready to install the cartridge in the unit.
- ❏ Save the protective bag. You may need to repack and transport the cartridge at a later date.
- ❏ Do not store the cartridge in salty air or where there are corrosive gases such as from aerosol sprays.
- ❏ Do not remove the cartridge from the LASER CLASS 2060P unless necessary.

DO NOT PLACE THE CARTRIDGE IN FIRE. TONER POWDER IS FLAMMABLE.

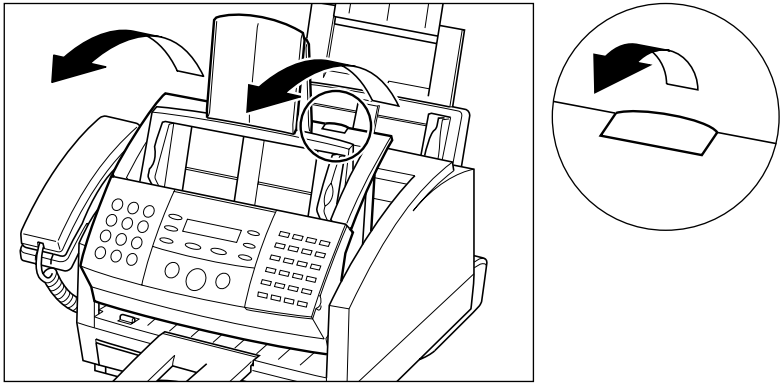
Installing/Replacing the Toner Cartridge

The LASER CLASS 2060P uses a Canon FX-3 toner cartridge. The procedure below explains how to install the cartridge for the first time, and how to replace it when the toner runs out.

When the message REPLACE CARTRIDGE appears, the toner in the cartridge may simply be unevenly distributed. Before replacing the cartridge, follow the instructions on page 13-28 to evenly distribute the toner. If after doing this the message remains displayed or the print quality is low, replace the cartridge as described below.

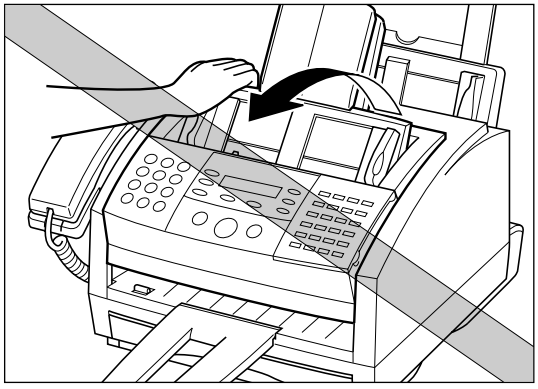
Canon makes numerous cartridges. The FX-3 toner cartridge has been designed specially for the LASER CLASS 2060P and is the only one Canon recommends that you use.

1. Remove any documents and/or printed pages from the unit.
2. Make sure the LASER CLASS 2060P is plugged in.
3. Open the front cover by lifting the right side release latch of the unit.
   - ❏ Lift the cover forward to its open position.

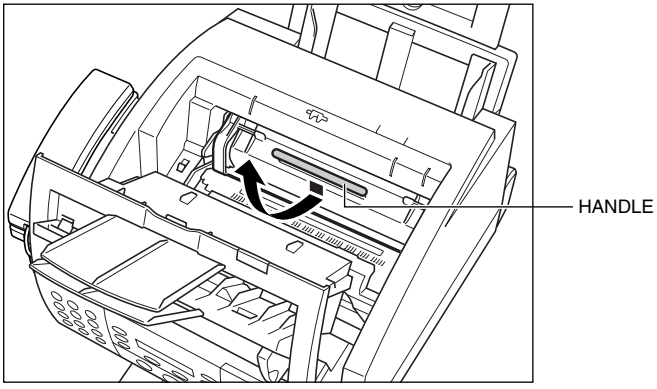


Caution

Do not open the front cover without lifting the release latch as this may cause damage to your unit.



4. If replacing a used cartridge, hold the cartridge by its handle and remove it as shown.



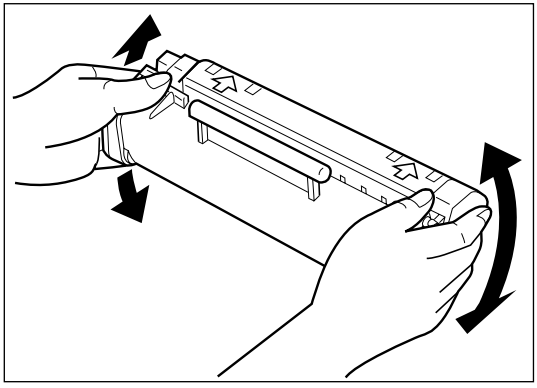
❏ Dispose of the toner cartridge properly. To recycle your used cartridge, simply follow the instructions included with your new FX-3 toner cartridge.

5. Remove the new FX-3 toner cartridge from its protective bag.

   ❏ Save the protective bag the cartridge comes in. You may need to repack the cartridge later.

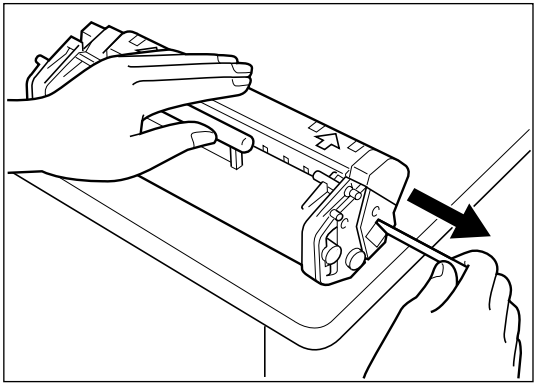
6. Gently rock the cartridge from side to side several times to distribute the toner evenly inside the cartridge.

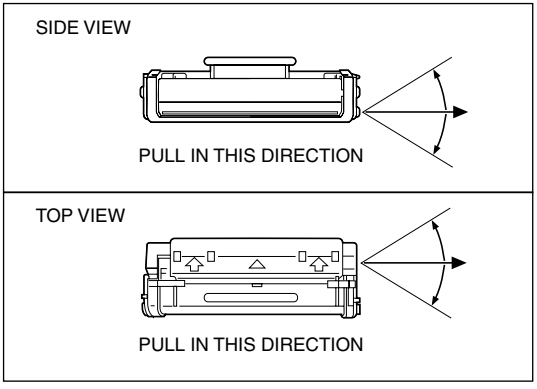
   ❏ Poor print quality may result if the toner becomes unequally distributed inside the cartridge.



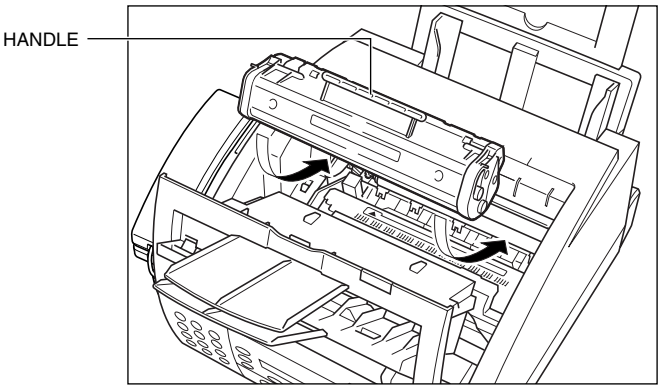
7. Place the cartridge on a flat, clean surface, and steady it with one hand. Remove the seal by gently pulling on the plastic tab with your other hand.

   ❏ Use a firm, even pull to remove the plastic seal. To avoid breaking the seal, do not jerk on it unevenly.

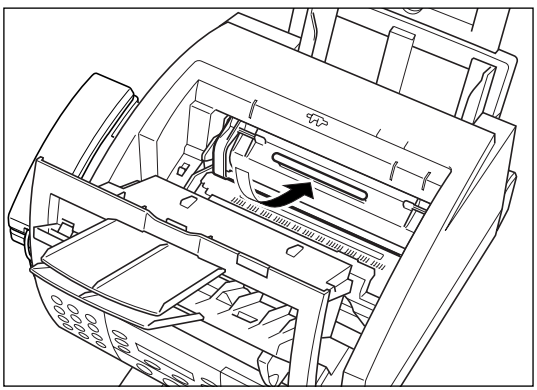




8. Insert the toner cartridge into the unit.
   - ❏ Align the tabs on the left and right sides of the cartridge with the rails inside the unit.
   - ❏ Slide the cartridge into position.
   - ❏ Always hold the cartridge by its handle when inserting it in the unit.

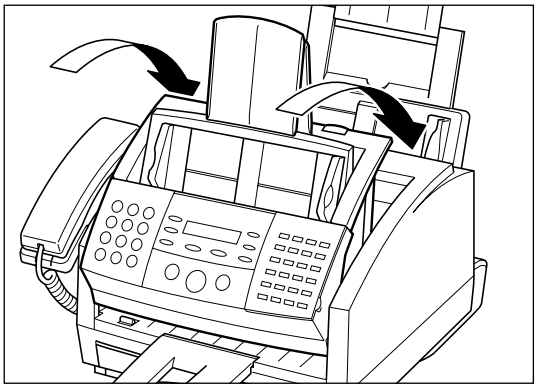


9. Gently press the cartridge into the unit as far as it will go.
   - ❏ Press down and back on the cartridge's handle.



10. Close the front cover.

    ❑ Use both hands to lift the cover back to its closed position.



Loading Recording Paper

When the message SUPPLY REC. PAPER appears in the LCD display, you need to add paper to the paper cassette or the multi-purpose tray. Here are a few tips you should follow when you load paper into the paper cassette or the multi-purpose tray.

- ❏ The paper cassette can be adjusted to accept letter- or A4-size paper. The multi-purpose tray can be adjusted to accept letter-, legal-, A4-, cusutom1*-, or custom2*-size paper.
- ❏ Use standard 17-24 lb (64-90 g/m^2) weight paper.
- ❏ The paper cassette holds up to 250 sheets of 20 lb (75 g/m^2) paper (maximum 1.1 in./27.5mm stack height).
- ❏ The multi-purpose tray holds up to 100 sheets of 20 lb (75 g/m^2) paper (maximum 0.4 in./10 mm stack height).
- ❏ Let the paper run out before you refill the paper cassette/the multi-purpose tray. Avoid mixing new paper with paper remaining in the paper cassette/the multi-purpose tray.
- ❏ Stack the paper so that the top and bottom edges and sides are straight and even before placing it in the paper cassette/the multi-purpose tray.
- ❏ Do not print on both sides of the paper. Doing so may cause several sheets to feed into the unit at the same time.

* The LASER CLASS 2060P allows you to print different size paper. See "Accessing the FAX'S PRINTER SET Menu" on page 15-12, for details.

Note

- ❏ Do not use damp, curled, wrinkled, or torn paper as these can cause paper jams or poor print quality.
- ❏ Highly textured, extremely smooth or shiny paper does not print well.
- ❏ The laser printing process uses high temperatures to fuse toner to the paper. Use paper that will not melt, vaporize, discolor, or emit dangerous fumes at temperatures near 338ºF (170ºC). For example, do not use vellum paper in a laser printer. Make sure any letterhead or colored paper you use can withstand high temperatures.
- ❏ Make sure the paper is free of dust, lint, and oil stains.
- ❏ To keep the paper from curling, do not open paper packs until you are ready to use the paper. Store unused paper from opened packs in a cool, dry location in the original packaging.
- ❏ Your LASER CLASS 2060P is factory-set to use letter-size paper in the paper cassette/the multi-purpose tray.
  If you wish to use different size paper, you must change the setting from the FAX'S PRINTER SET menu. See page 15-12 for more details.
- ❏ Refer to Chapter 4 for more details on the types of media you can load in the paper cassette/the multi-purpose tray.

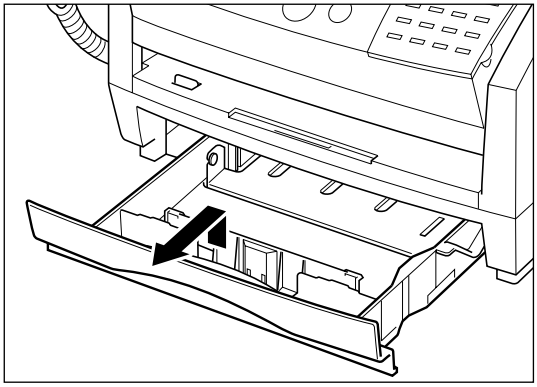
Caution

Do not load paper in the multi-purpose tray when the unit is printing.

Loading Paper in the Cassette

Follow these steps to load paper in the paper cassette.

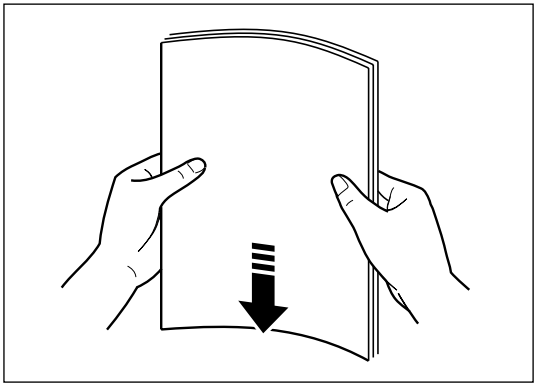
1. Lift the paper cassette slightly and pull it out.



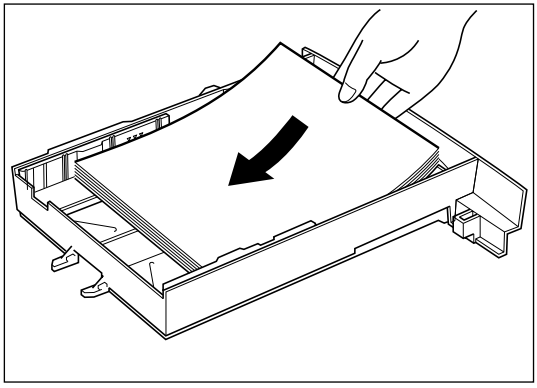
Note

- ❏ Remove the paper cassette, being careful not to drop it as you pull it out.
- ❏ Filling the paper cassette without removing it completely from the fax may cause the paper to misfeed. Be sure to remove the paper cassette completely before loading paper.

2. Before loading the paper, stack it so that the leading edge and sides of the paper are even.

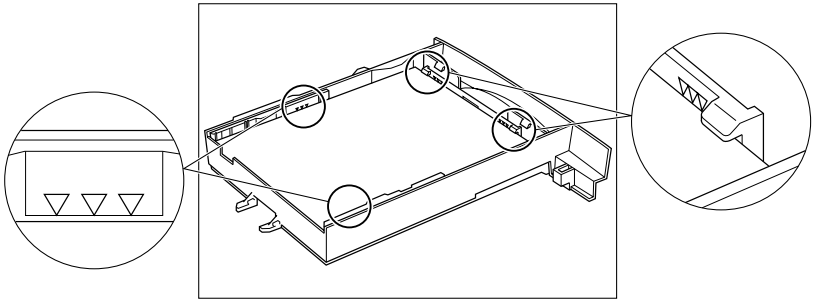


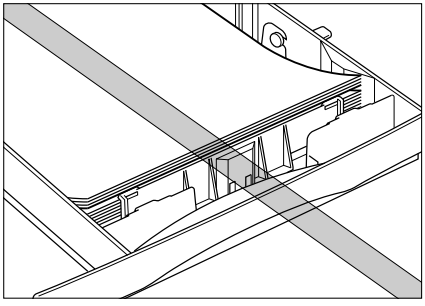
3. Load the stack of paper into the paper cassette.



Note

- ❏ Make sure the paper stack is not higher than the limit marks (▽▽▽) on the sides of the cassette, and is under the tabs on the paper selector.

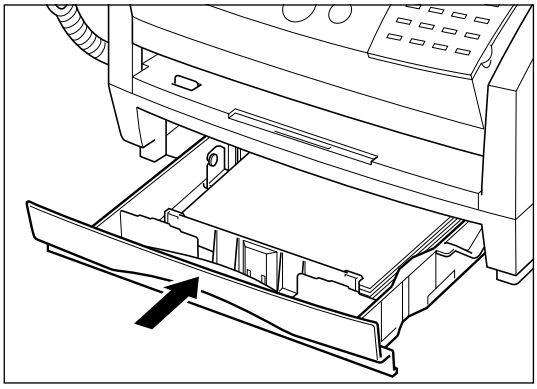




- ❏ Check all corners and edges of the paper stack to be sure they are flat and even.
- ❏ The cassette can hold about 250 sheets of standard paper.

4. Gently insert the paper cassette into the fax until it clicks into position.

   ❏ If the paper cassette is not installed correctly, the received document image might shift, or the recording paper might jam.

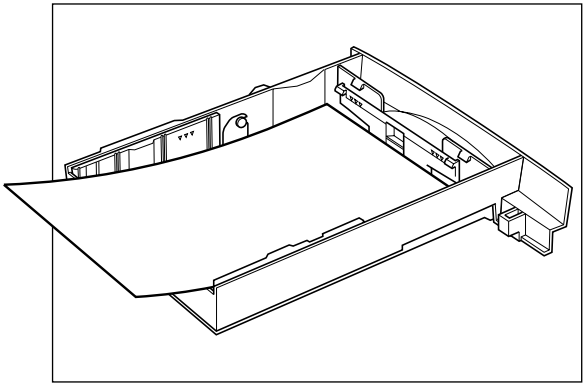


Note

❏ If you have difficulty inserting the paper cassette after removing it completely, disconnect then connect the power cord. When the PLEASE WAIT message is no longer displayed, try inserting the paper cassette again.

❏ If you pull out the paper cassette with paper remaining in the cassette, be sure to check the following before reinserting it.

– Make sure no paper is out of the cassette.



– Make sure there is no loose paper inside the fax unit.

❏ If the paper cassette sticks when you try inserting it in the fax, remove it from the fax and open the front cover. Then close it and try reinserting the paper cassette.

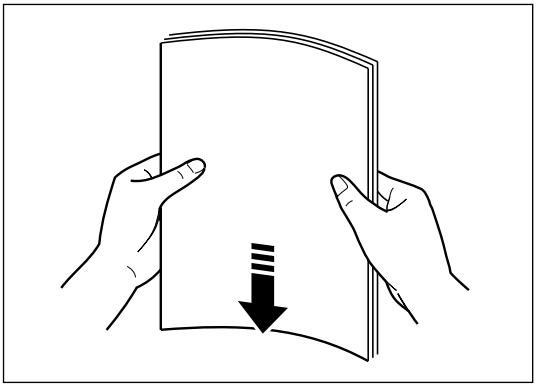
Loading Paper in the Multi-Purpose Tray

Follow these steps to load paper in the multi-purpose tray.

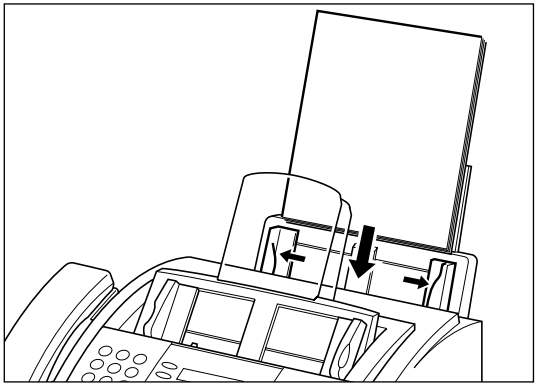
Note

Let the paper run out before you refill the multi-purpose tray.

1. Before loading paper, stack it so that the leading edge and sides of the paper are even.

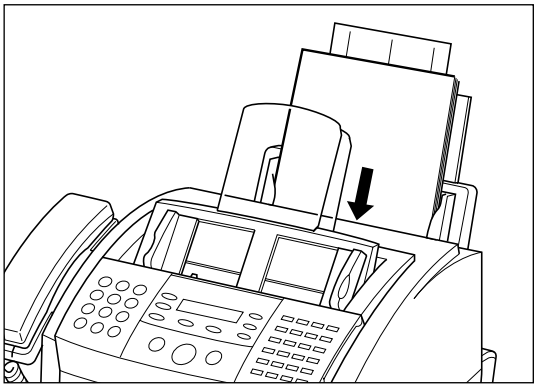


2. Open the paper guides to the approximate width of the stack of paper.



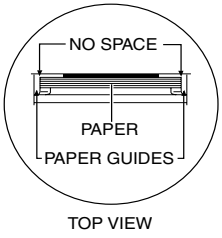
3. Insert the stack of paper—print side facing you and top edge first into the multi-purpose tray.

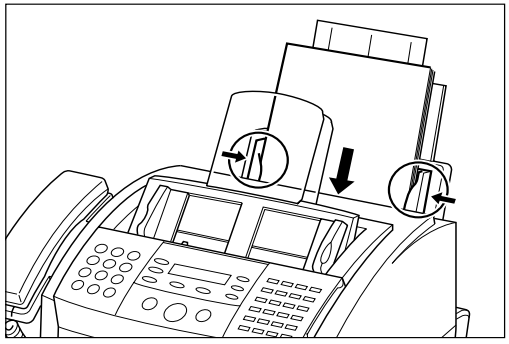
   ❏ Insert the stack until it stops, but do not force it in.



4. Adjust the paper guides to the width of the paper.

   ❏ Make sure there is no space between the paper guides and the stack of paper.





Your LASER CLASS 2060P is now ready to print.

Note

Let the paper run out before you refill the multi-purpose tray. Avoid mixing new paper with paper remaining in the multi-purpose tray.

Testing the LASER CLASS 2060P

After you have assembled your LASER CLASS 2060P, installed the toner cartridge, loaded plain paper in the paper cassette/the multi-purpose tray, you can make sure the LASER CLASS 2060P is printing properly by making several copies of a document. For instructions, see Chapter 11, "Making Copies."

Note the following:

- ❏ If the printed sheets are curled as they exit the LASER CLASS 2060P, remove them from the output slot immediately to avoid paper jams.
- ❏ Make sure your text or graphics fall within the printable area.

Chapter 3
Registering Information in the LASER CLASS 2060P

This chapter describes how to enter information in your LASER CLASS 2060P.

❑ Guidelines for Entering Information 3-2
- Entering Numbers, Letters, and Symbols 3-3
  Editing Information 3-4
- Using the One-Touch Speed Dial button/ One-Touch Speed Dial Panel 3-5
- Using the Special Function buttons 3-5
- Using the Menu System 3-6

❑ Personalizing Your LASER CLASS 2060P 3-8
- Identifying Your Documents 3-8
- Entering the Date and Time 3-9
- Registering Your Fax Number and Name 3-10
- Setting the Telephone Line Type 3-12

Guidelines for Entering Information

The following section explains how to enter user information into the LASER CLASS 2060P.

- ❏ If you pause while entering information and do not make an entry for more than 60 seconds, the LASER CLASS 2060P returns to standby mode and loses all information you had entered up to that point. You will then have to start again.
- ❏ If the LASER CLASS 2060P rings while you are entering information, press the **Stop** button and lift the handset: The LASER CLASS 2060P will automatically save all the information you have entered up to the last time you pressed the **Stop** button.
  - If you hear nothing or a slow beep, someone is trying to send a fax: press the **Start/Copy** button.
  - If you hear a voice, you are receiving a normal telephone call.
  - If your LASER CLASS 2060P is set to receive faxes automatically, you do not have to press the **Stop** button. The LASER CLASS 2060P will automatically receive the fax. See Chapter 7, "Receiving Faxes."

Entering Numbers, Letters, and Symbols

Each numeric button has a number and a group of uppercase and lowercase letters assigned to it. Use the chart below to determine which number button to press for each character.

Button	Letter Mode	Number Mode
1	—	1
2	ABCabc	2
3	DEFdef	3
4	GHIghi	4
5	JKLjkl	5
6	MNOmno	6
7	PQRSpqrs	7
8	TUVtuv	8
9	WXYZwxyz	9
0	—	0
#	– . ✱ # ! " , ; : ^ ` _ = / | ' ? $ @ % & + ( ) [ ] { } < >	

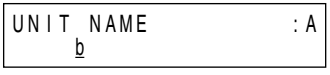
To switch between number and letter mode, press ✱. When you are in numeric mode, "1" appears in the upper right corner of the display. When you are in letter mode, "A" appears in the upper right corner of the display.

Entering a single letter

For example, you would enter a lowercase letter "b" like this:

Press the ✱ button until an "A" appears in the upper right corner.

Operation:



Display: A → B → C → a → b

Note

To enter a symbol, press **#** repeatedly until the symbol you want appears. Press any other button or **>** to enter the symbol and move the cursor to the right.

Entering two letters from the same group

To enter two letters from the same group, you have to use the right arrow button (**>**). For example, you would enter "AA" like this:

1. Press **2** once to display the first "A."

```
UNIT NAME          :A
     A
```

2. Press **>** to enter the "A" and move the cursor to the right.

```
UNIT NAME          :A
     A_
```

3. Press **2** until the second "A" is displayed.

```
UNIT NAME          :A
     AA
```

Editing Information

If you make a mistake while entering a name, you can correct it by using the **<** and **>** buttons.

1. Use **<** or **>** to scroll to the incorrect character.

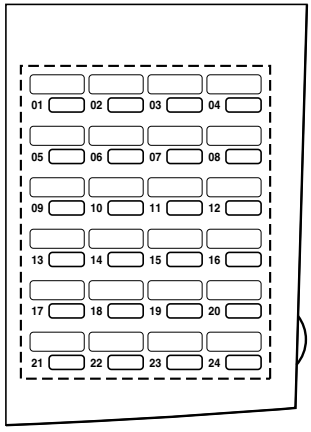
```
UNIT NAME          :A
     CANEN
```

2. Type in the correct character.

```
UNIT NAME          :A
     CANON
```

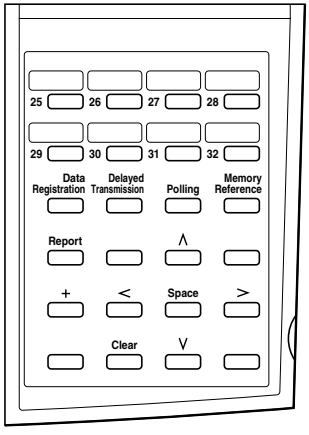
Using the One-Touch Speed Dial button/One-Touch Speed Dial Panel

The One-Touch Speed Dial allows you to use speed dialing.



Using the Special Function buttons

Open the One-Touch Speed Dial panel to access the Special Function buttons. These Special Function buttons consist of Delayed Transmission button, Report button, etc.



Using the Menu System

The LASER CLASS 2060P employs a menu system you can use to register important information or to set up important features. The system includes these items:

- **DATA REGISTRATION**

  USER SETTINGS

  Lets you enter the information that prints on the faxes you send, to set scanning contrast, and to enter other basic data. Enter these settings when you plug your unit in for the first time; you will rarely need to change them thereafter.

  REPORT SETTINGS

  Lets you set the unit to print a report every time you send or receive a fax, and also contains options for printing summary reports.

  TX SETTINGS

  Contains items that let you customize how your unit sends documents.

  RX SETTINGS

  Allows you to customize how your unit receives documents.

  FAX'S PRINTER SET

  Lets you customize how your unit prints documents.

  POLLING BOX

  Lets you set up a polling box.

  SYSTEM SETTINGS

  Allows you to set the date format, transmission and receive speed, etc.

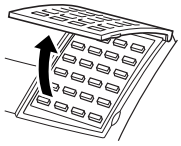
- **TEL REGISTRATION**

  Lets you register numbers for One-Touch Speed Dialing, Coded Speed Dialing, and Group Dialing.

For more details on each menu of DATA REGISTRATION, see Chapter 15, "The Menu System."
For more details on TEL REGISTRATION, see Chapter 5, "Speed Dialing."

You'll use the Special Function buttons to display and select items from the menu system, as follows:

1. Open One-Touch Speed Dial panel.



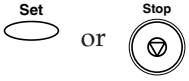
2. Press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

3. Use the search buttons to change the menu display.

   - ❏ Press the ∨ button to display the next item in the menu. (The list will wrap from the last item in the list back to the first.)
   - ❏ Press the ∧ button to display the previous item in the menu. (The list will wrap from the first item in the list back to the last.)

4. Press **Set** to select an item from the menu, or press **Stop** to cancel the menu selection and return to standby mode.



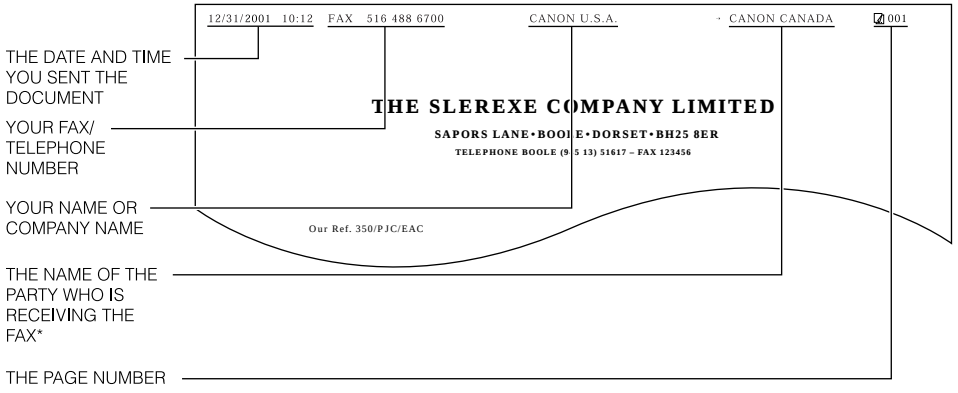
For more details on each menu of DATA REGISTRATION, see Chapter 15, "The Menu System."
For more details on TEL REGISTRATION, see Chapter 5, "Speed Dialing."

Personalizing Your LASER CLASS 2060P

Identifying Your Documents

FCC rules governing the use of fax equipment require you to include your name or company name, your fax number, and the date and time of transmission on each fax you send. This information is called your TTI (Transmit Terminal Identification) and appears at the top of the faxed document in small type.

By identifying the documents you send, the receiving party can recognize your fax messages at a glance. Here is a sample document with the identifying information:


12/31/2001 10:12 FAX 516 488 6700 CANON U.S.A. CANON CANADA 001
THE DATE AND TIME YOU SENT THE DOCUMENT
YOUR FAX/ TELEPHONE NUMBER
YOUR NAME OR COMPANY NAME
THE NAME OF THE PARTY WHO IS RECEIVING THE FAX*
THE PAGE NUMBER
THE SLEREXE COMPANY LIMITED
SAPORS LANE • BOOLE • DORSET • BH25 8ER
TELEPHONE BOOLE (945 13) 51617 – FAX 123456
Our Ref. 350/PJC/EAC

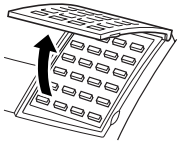
* If you send a fax using speed dialing, the top line also includes the name registered under the speed dialing button or code you entered.

The following pages explain how to enter this information.

Entering the Date and Time

Follow these steps to enter the date and time.

1. Open One-Touch Speed Dial panel.



2. Press **Data Registration**.

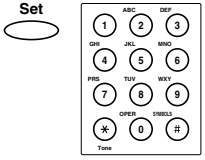
```
REGISTRATION
 1.DATA REGISTRATION
```

3. Press **Set** twice.

```
DATA REGISTRATION
 1.USER SETTINGS
```

```
USER SETTINGS
 1.DATE & TIME
```

4. Press **Set** again, then use the numeric buttons to type in the correct date and time.




```
DATE & TIME
 12/31/01        10:00
```

❏ Use the MM/DD/YY format for the date and use the 24-hour clock for the time, so 2:30 p.m. would be 14:30, for example.

5. Press **Set** to save the date and time.

```
USER SETTINGS
 2.UNIT TELEPHONE #
```

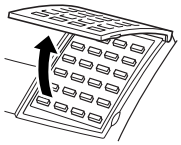
6. Press **Stop** to return to standby mode.

```
12/31/2001 MON 10:00
FaxTel          STANDARD
```

Registering Your Fax Number and Name

Use the following procedure to register your fax/telephone number and name.

1. Open One-Touch Speed Dial panel.



2. Press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

3. Press **Set** twice.

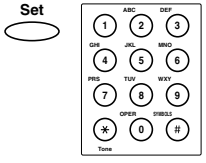
```
DATA REGISTRATION
 1.USER SETTINGS
```

```
USER SETTINGS
 1.DATE & TIME
```

4. Use ∧ or ∨ to select 2.UNIT TELEPHONE #.

```
USER SETTINGS
 2.UNIT TELEPHONE #
```

5. Press **Set**, then enter your fax/telephone number using the numeric buttons.



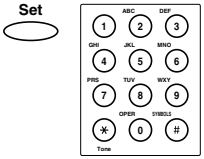

```
UNIT TELEPHONE #
TEL=
```

- ❏ You can enter up to 20 digits for your fax/telephone number.
- ❏ You can enter spaces with the **Space** button to make the number easier to read.
- ❏ To enter a plus sign (+) before the fax/telephone number, press the **+** button.

6. Press **Set** to save the fax/telephone number.

```
USER SETTINGS
 3.UNIT NAME
```

7. Press **Set** again, then use the numeric buttons to type in your name or business name.




```
UNIT NAME          :A
     _
```

❏ For more details on entering letters, see page 3-3.

❏ You can enter up to 24 characters for your name or business name.

8. Press **Set** to save the name.

```
USER SETTINGS
 4.TX TERMINAL ID
```

9. Press **Stop** to return to standby mode.

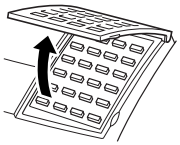
```
12/31/2001 MON 10:00
FaxTel        STANDARD
```

Setting the Telephone Line Type

Use this procedure if you need to change the factory-set telephone line setting. The default setting is TOUCH TONE.

If you are unsure which setting to use, contact your local telephone company.

1. Open One-Touch Speed Dial panel.



2. Press **Data Registration**.

Data Registration

```
REGISTRATION
 1.DATA REGISTRATION
```

3. Press **Set** twice.

Set Set

```
DATA REGISTRATION
 1.USER SETTINGS
```

```
USER SETTINGS
 1.DATE & TIME
```

4. Use ∧ or ∨ to select 9.TEL LINE TYPE.

∧ ∨

```
USER SETTINGS
 9.TEL LINE TYPE
```

5. Press **Set**, then use ∧ or ∨ to select the correct telephone line type.

Set ∧ ∨

```
TEL LINE TYPE
          TOUCH TONE
```

```
TEL LINE TYPE
        ROTARY PULSE
```

6. Press **Set** to save the telephone line type.

Set

```
DATA REGISTRATION
 2.REPORT SETTINGS
```

7. Press **Stop** to return to standby mode.

Stop

```
12/31/2001 MON 10:00
FaxTel       STANDARD
```

Chapter 4
Paper Handling

This chapter describes how to select and prepare the print media for the different functions your LASER CLASS 2060P can perform.

❏ Guidelines for Selecting Print Media 4-2
- Plain Paper 4-4
- Labels 4-4

❏ The Paper Path 4-5

❏ Selecting Paper Delivery 4-7
- Face-Down Delivery 4-8
- Face-Up Delivery 4-9

❏ Loading Paper 4-11
- The Paper Cassette 4-11
- The Multi-Purpose Tray 4-11

❏ Changing a Paper Size from Letter- to A4-Size Paper in the Paper Cassette 4-12

❏ Changing the Paper Size Setting 4-15
- The Paper Cassette 4-15
- The Multi-Purpose Tray 4-16

Guidelines for Selecting Print Media

You can produce high quality laser prints on most plain paper, including cotton bond paper and photocopying paper. Your LASER CLASS 2060P does not require special laser paper.

You can stack the following media in the paper cassette/the multi-purpose tray:

Paper Cassette

Type	Size	Weight	Capacity
Plain paper	Letter 8.5 × 11 in. (215.9 × 279.4 mm)	17-24 lb (64-90 g/m^2)	250* sheets (Max. 1.1 in./27.5 mm stack height)
	A4 8.3 × 11.7 in. (210 × 297 mm)	17-24 lb (64-90 g/m^2)	250* sheets (Max. 1.1 in./27.5 mm stack height)

Multi-Purpose Tray

Type	Size	Weight	Capacity
Plain paper	3.7 × 5 in. to 8.5 × 14 in. (94 × 127 mm to 216 × 356 mm)	17–24 lb (64–90 g/m^2)	100* sheets (Max. 0.4 in./10 mm stack height)**
	Letter 8.5 × 11 in. (215.9 × 279.4 mm)	17–24 lb (64–90 g/m^2)	100* sheets (Max. 0.4 in./10 mm stack height)**
	Legal 8.5 × 14 in. (215.9 × 355.6 mm)	17–24 lb (64–90 g/m^2)	100* sheets (Max. 0.4 in./10 mm stack height)**
	A4 8.3 × 11.7 in. (210 × 297 mm)	17–24 lb (64–90 g/m^2)	100* sheets (Max. 0.4 in./10 mm stack height)**

* 20 lb(75g/m^2)

** 1 sheet available for 64-105 g/m^2

Type	Size	Weight	Capacity
	CUSTOM1/ LONG 8.5 × 12.5 in. to 8.5 × 13.4 in. (216 × 317 mm to 216 × 340 mm)***	17–24 lb (64–90 g/m^2)	100* sheets (Max. 0.4 in./10 mm stack height)**
	CUSTOM2/ SHORT 8.5 × 10.0 in. to 8.5 × 10.6 in. (216 × 254 mm to 216 × 270 mm)***	17–24 lb (64–90 g/m^2)	100* sheets (Max. 0.4 in./10 mm stack height)**
Labels	Letter, A4		Max. 0.4 in./10 mm stack height

* 20 lb(75g/m^2)

**1 sheet available for 64-105 g/m^2

***May occur to reduce stack of sheets or to enlarge the margins on a page.

For media other than letter-, legal-, and A4-size plain paper, use face-up delivery. See page 4-9 for details.

Plain Paper

Follow these guidelines when selecting paper:

- ❏ The laser printing process uses high temperatures to fuse toner to the paper. Use paper that will not melt, vaporize, discolor, or emit dangerous fumes at temperatures near 338ºF (170ºC). For example, do not use vellum paper in a laser printer. Make sure any letterhead or colored paper you use can withstand high temperatures.
- ❏ Make sure the paper is free of dust, lint, and oil stains.
- ❏ Highly textured, extremely smooth or shiny paper does not print well.
- ❏ Damp, curled, wrinkled, or torn paper can cause paper jams or poor print quality.

For paper sizes other than letter, legal, and A4, be sure to use face-up delivery. See page 4-9 for details.

Labels

Sheets of letter- or A4-size self-sticking labels should also print without any problems. Labels must meet the requirements listed for plain paper, as well as the following:

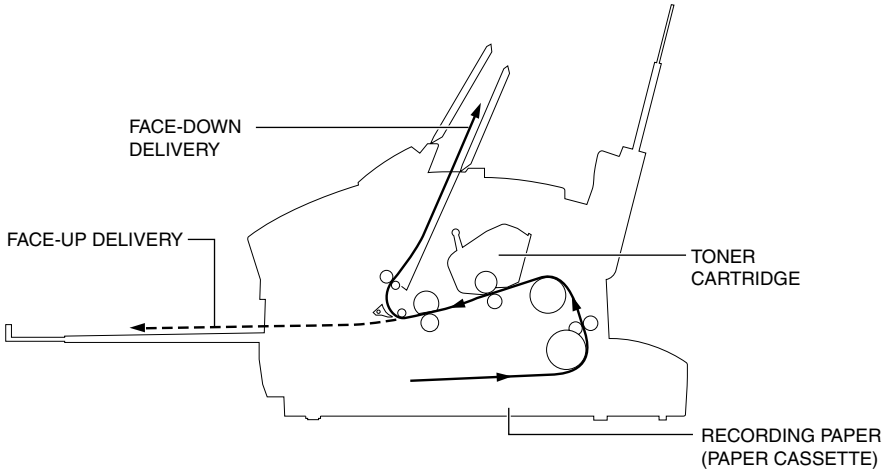
- ❏ Labels must have an ordinary, matte finish similar to copy paper.
- ❏ The label backing must not be made of easily removable coated paper.
- ❏ Labels must not have any exposed adhesive.
- ❏ Do not use labels that are separating from the backing sheet or that are wrinkled or damaged in any way.
- ❏ Do not use label sheets with the backing sheet exposed, such as labels with any spaces between them.

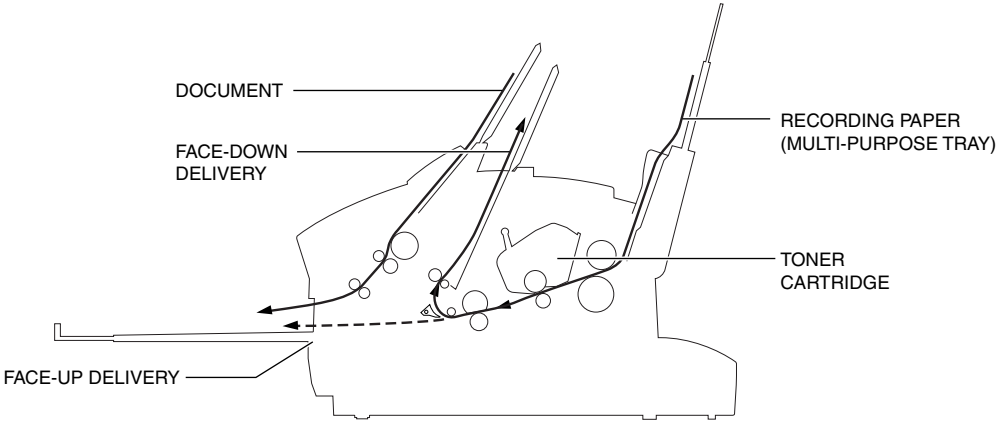
When feeding labels, be sure to use face-up delivery. See page 4-9 for details.

The Paper Path

Understanding how paper feeds through the LASER CLASS 2060P will help you to determine how to load paper and handle paper jams.

The page travels first to the FX-3 toner cartridge. Here a laser beam "draws" the print image on the drum, then the drum applies toner to the page. The page then travels to the fixing assembly where the toner is fused to the page. The page then exits the unit from the front (face-up delivery) or top (face-down delivery).



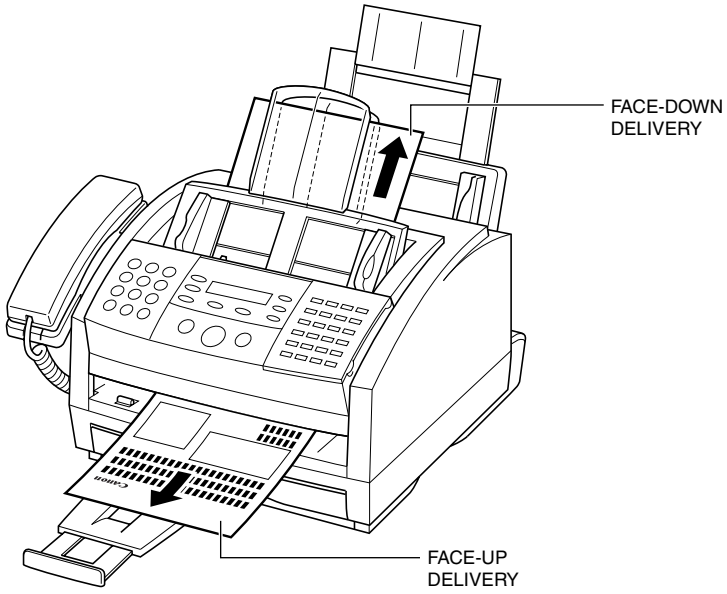


When you are printing, follow these guidelines:

- ❏ Always set the paper delivery selector before starting to print.
- ❏ Do not switch the paper delivery selector until the printout comes out of the delivery slot completely. Otherwise, a paper jam may occur.
- ❏ Make sure there is enough room for the paper to exit from the face-up delivery slot.
- ❏ Never pull the paper as it comes out of the unit.
- ❏ When using face-up delivery, let the paper slide onto the extension tray.
- ❏ When using face-up delivery, remove each sheet as it is delivered through the face-up delivery slot.
- ❏ When using the multi-purpose tray, be careful not to let any foreign object, such as your necktie, necklace, hair, etc. enter into the feeder.

Selecting Paper Delivery

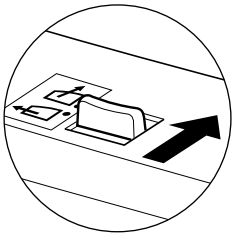
Received faxes, copies and prints can be delivered through the face-up or face-down delivery slots. Choose paper delivery according to the job the LASER CLASS 2060P is performing and the type of print media you are using.



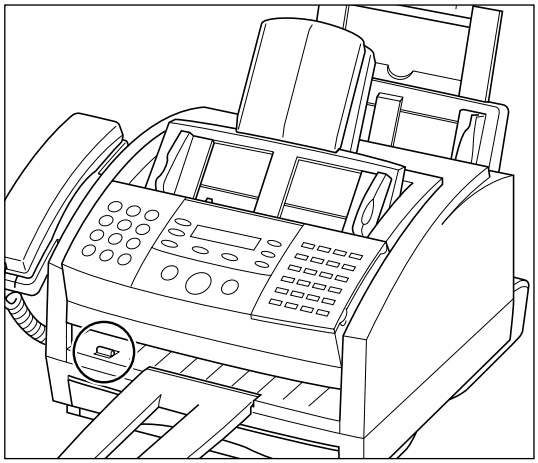
Face-Down Delivery

Face-down delivery is used for most jobs and when using plain paper only (17-24 lb or 64-90 g/m^2). Printed pages are stacked in the order printed in the face-down delivery slot. This slot holds up to 50 sheets of plain paper (20 lb or 75 g/m^2).

Move the paper delivery selector backward to the mark.



FACE-DOWN DELIVERY



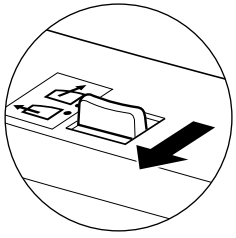
Face-Up Delivery

Face-up delivery is mainly used when printing on media other than plain paper, such as labels.

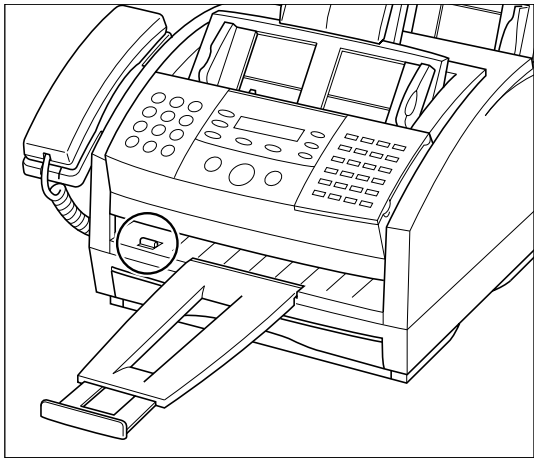
Note

Be sure to use face-up delivery when manually feeding print media other than standard plain paper.

Move the paper delivery selector forward to the mark.



FACE-UP DELIVERY

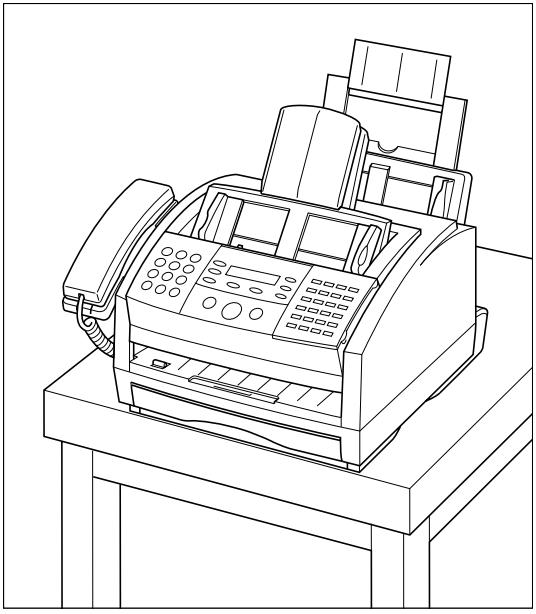


Caution

When using face-up delivery, you must remove each sheet as it is delivered. Failure to do so may cause jams in the face-up delivery slot and result in damage to the unit.

Note

You can also use face-up delivery when printing or receiving a large number of pages. In this case, remove the extension tray and place the unit on the edge of a table. This will allow the pages to fall away from the unit and avoid blocking the face-up delivery slot. You may also want to place a box below the unit so that the pages can collect into the box.



Loading Paper

The Paper Cassette

You can stack up to approximately 250 sheets of plain paper (20 lb or 75 g/m^2) in the paper cassette. The paper cassette holds letter-, and A4-size paper, provided that its weight is 24 lb (90 g/m^2) or less.

To load the paper, follow the steps in "Loading Recording Paper" on page 2-40.

The Multi-Purpose Tray

You can stack up to approximately 100 sheets of plain paper (20 lb or 75 g/m^2) in the multi-purpose tray. The multi-purpose tray holds letter-, legal-, A4-, custom1*-, and custom2*-size paper, provided that its weight is 24 lb (90 g/m^2) or less.

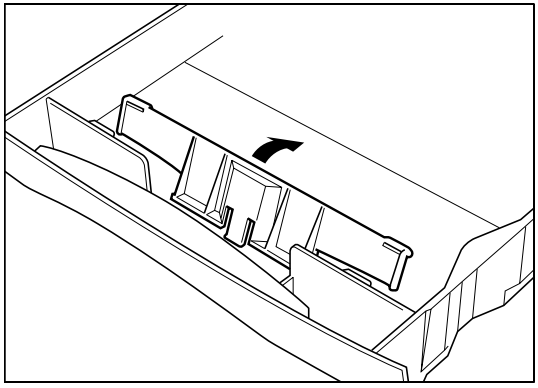
To load the paper, follow the steps in "Loading Recording Paper" on page 2-40.

When receiving faxes the default setting is the paper cassette, with same size paper remaining in both of the paper cassette and the multi-purpose tray.
If paper runs out in paper cassette, LASER CLASS 2060P changes the setting to the multi-purpose tray automatically.

* The LASER CLASS 2060P allows you to print different size paper. See "Accessing the FAX'S PRINTER SET Menu" on page 15-12, for details.

Changing a Paper Size from Letter- to A4-Size Paper in the Paper Cassette

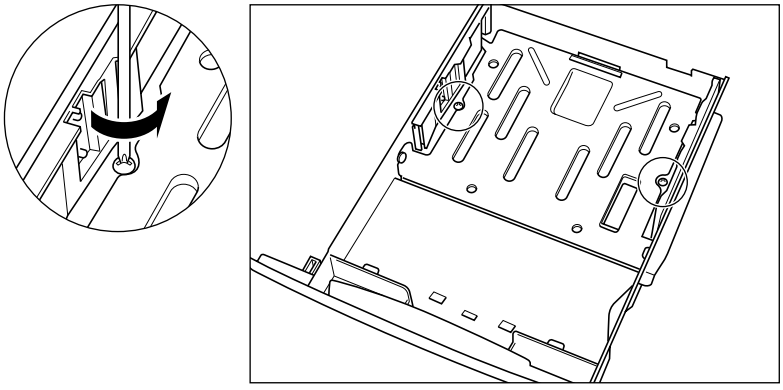
1. Lift the paper cassette slightly and pull it out.
2. Hold the center part of the front paper guide with your finger. Gently move the front paper guide to the rear of the unit, then the tab of the paper guide will come out of the slot of the paper cassette.



Note

Place the front paper guide to the suitable area.

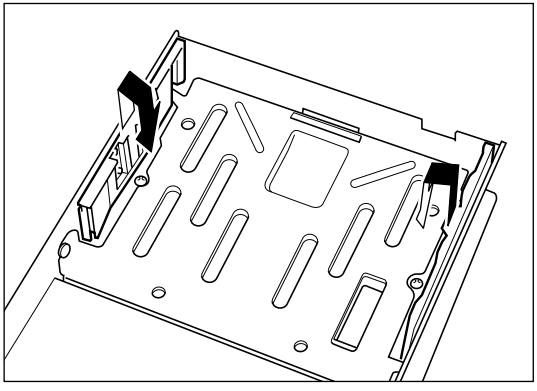
3. Loosen the inside paper guide screw counter-clockwise about two turn on each side of the paper cassette.



Note

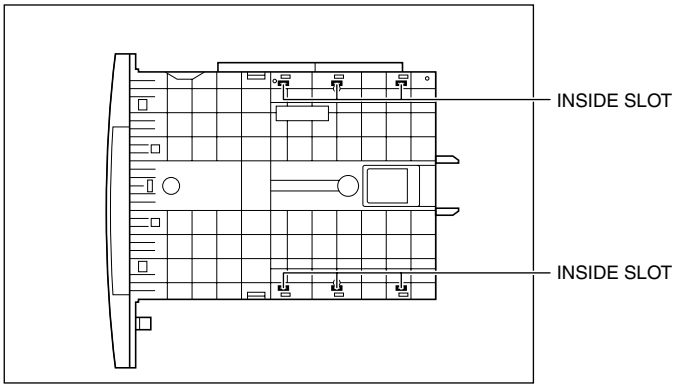
Do not take out the screws completely.

4. Move the inside paper guide toward inside of the paper cassette. Insert the tab into the inside slot.

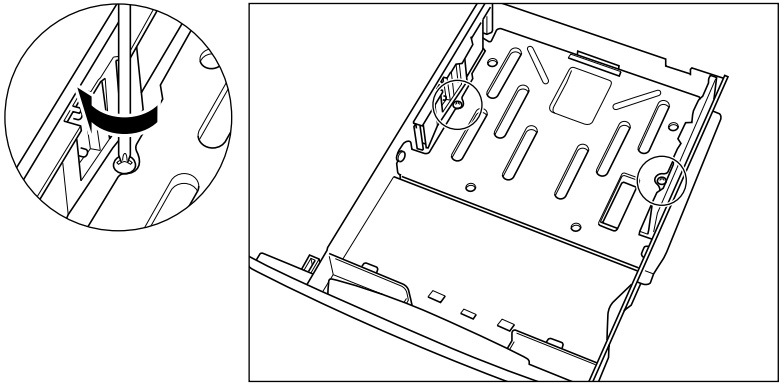


Note

The figure below shows inside slots (bottom view).



5. Tighten the screw clockwise on each side of paper guide.



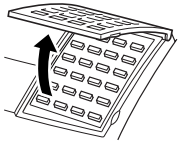
Note

Follow the reverse procedure above to change a paper size from A4- to letter-size paper.

Changing the Paper Size Setting

The Paper Cassette

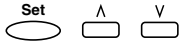
1. Open One-Touch Speed Dial panel.



2. Press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

3. Press **Set** and use ∧ or ∨ to select 5.FAX'S PRINTER SET.




```
DATA REGISTRATION
 5.FAX'S PRINTER SET
```

4. Press **Set** and use ∧ or ∨ to select 2.PAPER SIZE.

```
FAX'S PRINTER SET
 2.PAPER SIZE
```

5. Press **Set** twice.

```
PAPER SIZE
 1.CASSETTE
```

```
CASSETTE
                    LTR
```

6. Use ∧ or ∨ to select paper size.

```
CASSETTE
                    LTR
```

```
CASSETTE
                     A4
```

7. Press **Set**.

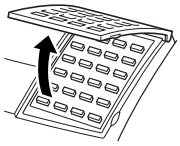
```
PAPER SIZE
 2.MP TRAY
```

8. Press **Stop** to return to standby mode.

```
12/31/2001 MON 10:00
FaxTel          STANDARD
```

The Multi-Purpose Tray

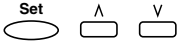
1. Open One-Touch Speed Dial panel.



2. Press **Data Registration**.

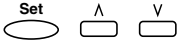
```
REGISTRATION
 1.DATA REGISTRATION
```

3. Press **Set** and use ∧ or ∨ to select 5.FAX'S PRINTER SET.



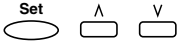

```
DATA REGISTRATION
 5.FAX'S PRINTER SET
```

4. Press **Set** and use ∧ or ∨ to select 2.PAPER SIZE.



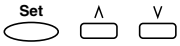

```
FAX'S PRINTER SET
 2.PAPER SIZE
```

5. Press **Set** and use ∧ or ∨ to select 2.MP TRAY.




```
PAPER SIZE
 2.MP TRAY
```

6. Press **Set** and use ∧ or ∨ to select paper size.




```
MP TRAY
                    LTR
```

```
MP TRAY
                    LGL
```

```
MP TRAY
                 CUSTOM
```

```
MP TRAY
                     A4
```

7. Press **Set**.

```
FAX'S PRINTER SET
 3.ECONOMY PRT
```

8. Press **Stop** to return to standby mode.

```
12/31/2001 MON 10:00
FaxTel       STANDARD
```

To set a Custom-size:

7. Be sure to select CUSTOM in step 6. Press **Set**.

```
CUSTOM
        CUSTOM1/LONG
```

8. Use ∧ or ∨ to select paper size.

```
CUSTOM
        CUSTOM1/LONG
```

```
CUSTOM
        CUSTOM2/SHORT
```

❏ See page 4-3 for details on the paper size for CUSTOM1/LONG and CUSTOM2/SHORT.

9. Press **Set**.

```
FAX'S PRINTER SET
 3.ECONOMY PRT
```

10. Press **Stop** to return to standby mode.

```
12/31/2001 MON 10:00
FaxTel       STANDARD
```

Chapter 5
Speed Dialing

This chapter describes how to register and use the speed dialing features of the LASER CLASS 2060P.

❑ Speed Dialing Methods 5-2

❑ One-Touch Speed Dialing 5-3
- Storing Numbers for One-Touch Speed Dialing 5-3
- Changing a Number/Name Stored Under a One-Touch Speed Dialing Button 5-7
- Using One-Touch Speed Dialing 5-10

❑ Coded Speed Dialing 5-12
- Storing Numbers for Coded Speed Dialing 5-12
- Changing a Number/Name Stored Under a Coded Speed Dialing Code 5-17
- Using Coded Speed Dialing 5-21

❑ Group Dialing 5-23
- Creating Groups for Group Dialing 5-23
- Using Group Dialing 5-28

❑ Using Directory Dialing 5-30

Speed Dialing Methods

In addition to regular dialing, the LASER CLASS 2060P provides several ways to dial fax/telephone numbers automatically.

- **One-Touch Speed Dialing**

  Dial a fax/telephone number by pressing the One-Touch Speed Dialing button that the number is assigned to.

- **Coded Speed Dialing**

  Dial a fax/telephone number by pressing the **Coded Dial/Directory** button followed by a two-digit code assigned to that number.

- **Group Dialing**

  Send a document to a pre-defined group of fax numbers. (The numbers must already be stored as One-Touch Speed Dialing numbers or Coded Speed Dialing numbers.)

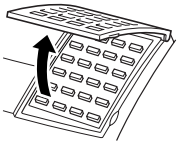
The following pages describe how to register numbers for speed dialing. You will also find instructions for changing numbers and names registered under speed dialing buttons and codes, and how to use speed dialing.

One-Touch Speed Dialing

Storing Numbers for One-Touch Speed Dialing

Your LASER CLASS 2060P can store up to 32 of your most frequently dialed numbers under One-Touch Speed Dialing buttons. Follow this procedure to store One-Touch Speed Dialing numbers and names.

1. Open One–Touch Speed Dial panel.



2. Press **Data Registration**.

Data Registration

```
REGISTRATION
 1.DATA REGISTRATION
```

3. Use ∧ or ∨ to select 2.TEL REGISTRATION.

∧ ∨

```
REGISTRATION
 2.TEL REGISTRATION
```

4. Press **Set** twice.

Set Set

```
TEL REGISTRATION
 1.1-TOUCH SPD DIAL
```

```
1-TOUCH SPD DIAL
 01=
```

5. Use ∧, ∨, or the One-Touch Speed Dialing button to select a One-Touch Speed Dialing button between 01 and 32.

∧ ∨ or 01 ~ 32

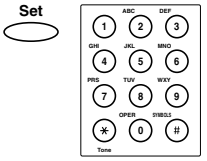
```
1 TOUCH SPD DIAL
 04=
```

   - ❏ If a number is already stored under the button you select, that number appears.
   - ❏ If the button you select is registered for Group Dialing, GROUP DIAL appears.

6. Press **Set**.

```
1-TOUCH SPD DIAL
 1.TELEPHONE NUMBER
```

7. Press **Set** again, then use the numeric buttons to enter your telephone number.



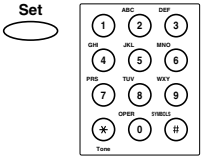

```
TELEPHONE NUMBER
TEL=12 345 6789_
```

- ❏ The number can be up to 120 digits long.
- ❏ Press the **Space** button to enter spaces between numbers (spaces are optional and are ignored during dialing).
- ❏ If you want to clear a mistaken entry, press the **Clear** button or <.
- ❏ To enter a pause in the number, press the **Pause** button one or more times.

8. Press **Set**.

```
1-TOUCH SPD DIAL
 2.NAME
```

9. Press **Set** again, then use the numeric buttons to enter the name you want to store.




```
NAME                :A
     Canon U.S.A.NY
```

- ❏ For details on entering letters, see page 3-3.
- ❏ You can store up to 16 characters for the name.

10. Press **Set**.

```
1-TOUCH SPD DIAL
 3.OPTIONAL SETTING
```

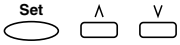
This completes the minimum settings for registering a One-Touch Speed Dialing button.

To stop here and register another button:
Press **Data Registration**.

Repeat the procedure from step 5.

To end the procedure and return to standby:
Press **Stop**.

11. Press **Set**, then use ∧ or ∨ to select ON.

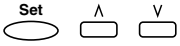



```
OPTIONAL SETTING
                ON
```

12. Press **Set**.

```
OPTIONAL SETTING
 1.TX TYPE
```

13. Press **Set**, then use ∧ or ∨ to select the transmission type items.




```
TX TYPE
          REGULAR TX
```

```
TX TYPE
     PSWD/SUBADDRESS
```

The TX TYPE menu includes these items:

REGULAR TX	Designates the transaction as a normal transmission with no special features. *You can cancel the currently set TX TYPE by selecting REGULAR TX.*
PSWD/SUBADDRESS	Allows you to enter an ITU-T password or subaddress for the transmission.
1.SUBADDRESS	The ITU-T subaddress for the transmission.
2.PASSWORD	The ITU-T password for the transmission.

14. Press **Set** to store TX TYPE.

    If you select REGULAR TX, it goes back to 1-TOUCH SPD DIAL. If you want to register another speed dial repeat the procedure from step 5. To return to standby press **Stop**.

To perform PSWD/SUBADDRESS settings:

15. Press **Set**, then use the numeric buttons to enter a subaddress.

```
SUBADDRESS
                    1234
```

16. Press **Set** to store a subaddress.

```
PSWD/SUBADDRESS
 2.PASSWORD
```

17. Press **Set**, then use the numeric buttons to enter a password.

```
PASSWORD
                    1234
```

18. Press **Set** to store a password.

```
1-TOUCH SPD DIAL
 05=
```

19. To continue registering numbers, names and TX type, repeat steps 5 to 18.

    -or-

    If you have finished registering numbers, names and TX type, press **Stop** to return to standby mode.

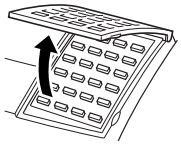
```
12/31/2001 MON 10:00
FaxTel       STANDARD
```

20. After you register a number for One-Touch Speed Dialing, make sure you write the name of the other party on a destination label and stick it on the One-Touch Speed Dial panel above the number of the One-Touch Speed Dialing button where the number is registered.

Changing a Number/Name Stored Under a One-Touch Speed Dialing Button

Follow these steps if you want to change a number and/or name registered under a One-Touch Speed Dialing button, or if you want to delete all information stored under a button.

1. Open One-Touch Speed Dial panel.



2. Press **Data Registration**.

Data Registration

```
REGISTRATION
 1.DATA REGISTRATION
```

3. Use ∧ or ∨ to select 2.TEL REGISTRATION.

∧ ∨

```
REGISTRATION
 2.TEL REGISTRATION
```

4. Press **Set** twice.

Set Set

```
TEL REGISTRATION
 1.1-TOUCH SPD DIAL
```

```
1-TOUCH SPD DIAL
 01=     123 456 7890
```

5. Use ∧, ∨, or the One-Touch Speed Dialing button to select the One-Touch Speed Dialing button you want to change (between 01 and 32).

∧ ∨ or 01 ~ 32

```
1 TOUCH SPD DIAL
 04=      12 345 6789
```

❑ If the button you select is registered for Group Dialing, GROUP DIAL appears.

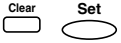
6. Press **Set** twice.

```
1 TOUCH SPD DIAL
 1.TELEPHONE NUMBER
```

```
TELEPHONE NUMBER
TEL= 12 345 6789_
```

To delete a number:

7. Press **Clear** to delete the number, then press **Set**.




```
TELEPHONE NUMBER
TEL=
```

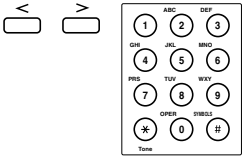
❏ When you delete a number, the name registered for that number is also deleted.

8. Press **Stop** to return to standby mode.

```
12/31/2001 MON 10:00
FaxTel       STANDARD
```

To change the number and/or name:

7. To change the number, use the numeric buttons to enter the new number over the previous number.




```
TELEPHONE NUMBER
TEL= 1 23456
```

❏ The telephone/fax number can be up to 120 digits long.

❏ Move the cursor left to delete the digits you want to change. The numbers will be deleted with the passing of the cursor.

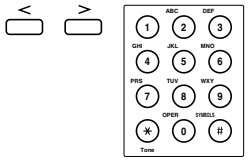
❏ If you only want to change the name, ignore this step and go to step 8.

8. Press **Set** twice to display the registered name.

```
1-TOUCH SPD DIAL
 2.NAME
```

```
NAME                :A
    Canon U.S.A.NY
```

9. To change the name, use the numeric buttons to enter the new name over the previous name.



```
NAME                    :A
     Canon CANADA
```

- ❏ For details on entering letters, see page 3-3.
- ❏ You can enter up to 16 characters for the name.
- ❏ If you want to keep the same name, do not enter a new name and go to step 10.

10. Press **Set**.

```
1-TOUCH SPD DIAL
 3.OPTIONAL SETTING
```

11. To change additional numbers and/or names, press **Data Registration** and repeat steps 5 to 10.

    -or-

    If you have finished changing numbers and/or names, press **Stop** to return to standby mode.

```
12/31/2001 MON 10:00
FaxTel          STANDARD
```

Using One-Touch Speed Dialing

Once you have registered your numbers under a One-Touch Speed Dialing buttons, you can use them to send documents as follows:

Be sure to adjust the document feed lever before loading your document. See page 6-6 for more details.

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).
   - ❏ If necessary, you can adjust the resolution and contrast. See page 6-13 for more details.
2. Press the One-Touch Speed Dialing button assigned to the number to which you wish to fax.

   01 ~ 32

   ```
   TEL=          1 23456
    04 Canon CANADA
   ```

   - ❏ The name registered under that One-Touch Speed Dialing button is displayed. If no name is registered, the number registered under that button will be displayed.
   - ❏ If you mistakenly press the wrong One-Touch Speed Dialing button, press the **Stop** button then press the correct button.
   - ❏ If no fax number is assigned to the One-Touch Speed Dialing button you press, the LCD displays NO TEL #. If this happens, make sure you press the correct button and that the number you want to dial is registered under that button.

3. Press **Start/Copy**.

- ❏ If you do not press the **Start/Copy** button within five seconds of pressing the One-Touch Speed Dialing button, the LASER CLASS 2060P will begin sending automatically. If you do not want the LASER CLASS 2060P to send automatically, you need to change the TIME OUT setting. See pages 15-7 and 15-8 for more details.
- ❏ If an error occurs during sending, the LASER CLASS 2060P will print an error report. If this happens, try sending the fax again. See "Faxing Problems" on page 13-29 for details about errors.

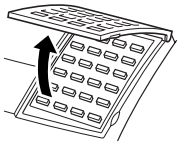
You can also use One-Touch Speed Dialing to send a document to more than one location at a time. For details, see "Sequential Broadcasting" on page 6-31.

Coded Speed Dialing

Storing Numbers for Coded Speed Dialing

You can store up to 100 numbers for coded speed dialing. Follow this procedure to store coded speed dialing numbers and names.

1. Open One-Touch Speed Dial panel.



2. Press **Data Registration**.

Data Registration

```
REGISTRATION
 1.DATA REGISTRATION
```

3. Use ∧ or ∨ to select 2.TEL REGISTRATION.

∧ ∨

```
REGISTRATION
 2.TEL REGISTRATION
```

4. Press **Set**.

Set

```
TEL REGISTRATION
 1.1-TOUCH SPD DIAL
```

5. Use ∧ or ∨ to select 2.CODED SPD DIAL.

∧ ∨

```
TEL REGISTRATION
 2.CODED SPD DIAL
```

6. Press **Set**.

Set

```
CODED SPD DIAL
*00=
```

Using Search buttons

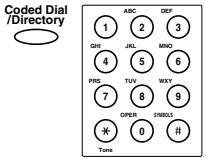
7. Use ∧ or ∨ to select a two digit code (00-99) in the display.

∧ ∨

```
CODED SPD DIAL
*04=
```

Using Coded Dial buttons

7. Press **Coded Dial/Directory**, then use the numeric buttons to enter the number you want to store.



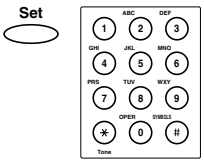

```
CODED SPD DIAL
✱04=
```

   - ❏ If a number is already registered under the code you select, that number is displayed.
   - ❏ If the code you select is registered for group dialing, GROUP DIAL appears.

8. Press **Set**.

```
CODED SPD DIAL
 1.TELEPHONE NUMBER
```

9. Press **Set** again, then use the numeric buttons to enter your telephone number.



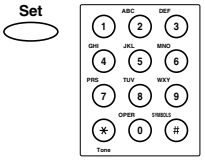

```
TELEPHONE NUMBER
TEL=1 234 5678_
```

   - ❏ The number can be up to 120 digits long.
   - ❏ Press the **Space** button to enter spaces between numbers (spaces are optional and are ignored during dialing).
   - ❏ If you want to clear a mistaken entry, press the **Clear** button or <.
   - ❏ To enter a pause in the number, press the **Pause** button one or more times.

10. Press **Set**.

```
CODED SPD DIAL
 2.NAME
```

11. Press **Set** again, then use the numeric buttons to enter the name you want to store.




```
NAME                    :A
     Canon OPTICS
```

- ❏ For details on entering letters, see page 3-3.
- ❏ You can store up to 16 characters for the name.

12. Press **Set**.

```
CODED SPD DIAL
 3.OPTIONAL SETTING
```

This completes the minimum settings for registering a two-digit Coded Speed Dialing code.

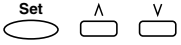
To stop here and register another code:

Press **Data Registration**.
Repeat the procedure from step 7.

To end the procedure and return to standby:

Press **Stop**.

13. Press **Set**, then use ∧ or ∨ to select ON.

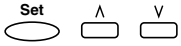



```
OPTIONAL SETTING
                        ON
```

14. Press **Set**.

```
OPTIONAL SETTING
 1.TX TYPE
```

15. Press **Set**, then use ∧ or ∨ to select the transmission type items.




```
TX TYPE
              REGULAR TX
```

```
TX TYPE
       PSWD/SUBADDRESS
```

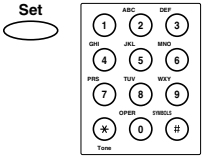
The TX TYPE menu includes these items:

REGULAR TX	Designates the transaction as a normal transmission with no special features. *You can cancel the currently set TX TYPE by selecting REGULAR TX.*
PSWD/SUBADDRESS	Allows you to enter an ITU-T password or subaddress for the transmission.
1.SUBADDRESS	The ITU-T subaddress for the transmission.
2.PASSWORD	The ITU-T password for the transmission.

16. Press **Set** to store TX TYPE.
    If you select REGULAR TX, it goes back to CODED SPD DIAL.
    If you want to register another speed dial repeat the procedure from step 7. To return to standby press **Stop.**

To perform PSWD/SUBADDRESS settings:

17. Press **Set**, then use the numeric buttons to enter a subaddress.

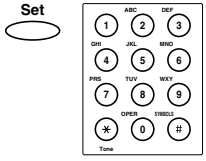



```
SUBADDRESS
                    1234
```

18. Press **Set** to store a subaddress.

```
PSWD/SUBADDRESS
 2.PASSWORD
```

19. Press **Set**, then use the numeric buttons to enter a password.




```
PASSWORD
                    1234
```

20. Press **Set** to store a password.

```
CODED SPD DIAL
✱05=
```

21. To continue registering numbers, names and TX type, repeat steps 7 to 20.

    -or-

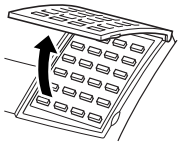
    If you have finished registering numbers, names and TX type, press **Stop** to return to standby mode.

```
12/31/2001 MON 10:00
FaxTel       STANDARD
```

Changing a Number/Name Stored Under a Coded Speed Dialing Code

Follow these steps if you want to change the number and/or name registered under a Coded Speed Dialing code, or if you want to delete all information stored under a code.

1. Open One-Touch Speed Dial panel.



2. Press **Data Registration**.

Data Registration

```
REGISTRATION
 1.DATA REGISTRATION
```

3. Use ∧ or ∨ to select 2.TEL REGISTRATION.

∧ ∨

```
REGISTRATION
 2.TEL REGISTRATION
```

4. Press **Set**.

Set

```
TEL REGISTRATION
 1.1-TOUCH SPD DIAL
```

5. Use ∧ or ∨ to select 2.CODED SPD DIAL.

∧ ∨

```
TEL REGISTRATION
 2.CODED SPD DIAL
```

6. Press **Set**.

Set

```
CODED SPD DIAL
*00=        1234 5678
```

Using Search buttons

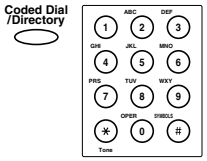
7. Use ∧ or ∨ to select a two digit code (00-99) in the display.

∧ ∨

```
CODED SPD DIAL
*04=        1 234 5678
```

Using Coded Dial buttons

7. Press **Coded Dial/Directory**, then use the numeric buttons to enter the number you want to store.




```
CODED SPD DIAL
✱04=       1 234 5678
```

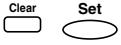
❏ If the code you select is registered for group dialing, GROUP DIAL is displayed.

8. Press **Set** twice.

```
CODED SPD DIAL
 1.TELEPHONE NUMBER
```

To delete a number:

9. Press **Clear** to delete the number, then press **Set**.




```
TELEPHONE NUMBER
TEL=
```

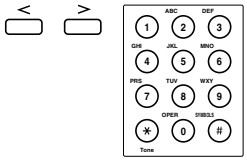
❏ When you delete a number, the name registered for that number is also deleted.

10. Press **Stop** to return to standby mode.

```
12/31/2001 MON 10:00
FaxTel        STANDARD
```

To change the number and/or name:

9. To change the number, use the numeric buttons to enter the new number over the previous number.



```
TELEPHONE NUMBER
TEL= 1 23456
```

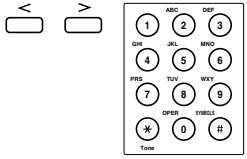
- ❏ The telephone/fax number can be up to 120 digits long.
- ❏ Move the cursor left to delete the digits you want to change. The numbers will be deleted with the passing of the cursor.
- ❏ If you only want to change the name, ignore this step and go to step 10.

10. Press **Set** twice to display the registered name.

```
CODED SPD DIAL
 2.NAME
```

```
NAME
     Canon U.S.A.NY
```

11. To change the name, use the numeric buttons to enter the new name over the previous name.



```
NAME                    :A
     Canon CANADA
```

- ❏ For details on entering letters, see page 3-3.
- ❏ You can enter up to 16 characters for the name.
- ❏ If you want to keep the same name, do not enter a new name and go to step 12.

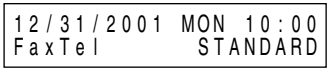
12. Press **Set**.

```
CODED SPD DIAL
 3.OPTIONAL SETTING
```

13. To change additional numbers and/or names, press **Data Registration** and repeat steps 7 to 12.

    -or-

    If you have finished changing numbers and/or names, press **Stop** to return to standby mode.



Using Coded Speed Dialing

Once you have registered your numbers under Coded Speed Dialing codes, you can send documents as follows:

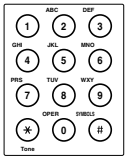
Note

Be sure to adjust the document feed lever before loading your document. See page 6-6 for more details.

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).
   - ❏ If necessary, you can adjust the resolution and contrast. See page 6-13 for more details.
2. Press **Coded Dial/Directory**.

```
TEL=
*
```

3. Use the numeric buttons to enter the two-digit code assigned to the fax number.




```
TEL=          1 23456
*04 Canon CANADA
```

   - ❏ The name registered under that coded speed dialing code is displayed. If no name is registered, the number registered under that code will be displayed.
   - ❏ If you mistakenly enter the wrong code, press the **Stop** button. Then press the **Coded Dial/Directory** button and enter the correct code.
   - ❏ If no fax number is assigned to the coded speed dialing code you press, the LCD displays NO TEL #. If this happens, make sure you enter the correct code and that the number you want to dial is registered under that code.

4. Press **Start/Copy**.

- ❏ If you do not press the **Start/Copy** button within five seconds of entering the coded speed dialing code, the LASER CLASS 2060P will begin sending automatically. If you do not want the LASER CLASS 2060P to send automatically, you need to change the TIME OUT setting. See pages 15-7 and 15-8 for more details.
- ❏ If an error occurs during sending, the LASER CLASS 2060P will print an error report. If this happens, try sending the fax again. See "Faxing Problems" on page 13-29 for details about errors.

You can also use coded speed dialing to send a document to more than one location at a time. For details, see "Sequential Broadcasting" on page 6-31.

Group Dialing

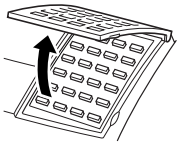
If you frequently send faxes to the same group of numbers, you can create a "group." Groups are stored under One-Touch Speed Dialing buttons or Coded Speed Dialing codes and can contain as many as 131 numbers.

Creating Groups for Group Dialing

The numbers you register in a group must already be stored under One-Touch Speed Dialing buttons or Coded Speed Dialing codes. Each group is stored under a One-Touch Speed Dialing button or a Coded Speed Dialing code.

Create groups for group dialing as follows:

1. Open One-Touch Speed Dial panel.



2. Press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

3. Use ∧ or ∨ to select 2.TEL REGISTRATION.

```
REGISTRATION
 2.TEL REGISTRATION
```

4. Press **Set**.

```
TEL REGISTRATION
 1.1-TOUCH SPD DIAL
```

5. Use ∧ or ∨ to select 3.GROUP DIAL.

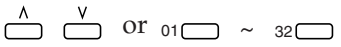
```
TEL REGISTRATION
 3.GROUP DIAL
```

6. Press **Set**.

```
GROUP DIAL
 01=
```

To store a group under a One-Touch Speed Dialing button:

7. Use ∧, ∨, or the One-Touch Speed Dialing button to select an unused One-Touch Speed Dialing button (01 to 32).

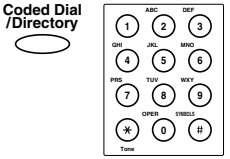



```
GROUP DIAL
 03=
```

   ❏ If a group or number is already registered under the button you select, GROUP DIAL or 1-TOUCH SPD DIAL is displayed.

To store a group under a Coded Speed Dialing code:

7. Press **Coded Dial/Directory**, then use the numeric buttons to enter an unused two-digit code (00 to 99).




```
GROUP DIAL
*00=
```

   ❏ If a group or number is already registered under the code you select, GROUP DIAL or CODED SPD DIAL is displayed.

   ❏ To continue storing under a Coded Speed Dialing code, you can use ∧ or ∨ also.

- ❏ Each One-Touch Speed Dialing button or Coded Speed Dialing code can store either a name and number for speed dialing, or a group. Be careful not to override speed dialing numbers and names when creating and registering groups.
- ❏ If you wish to register a group under a One-Touch Speed Dialing button or Coded Speed Dialing code already registered for speed dialing, or if you want to re-enter a group, you must delete the previous information first. See pages 5-7 and 5-17 for more details.

8. Press **Set** twice.

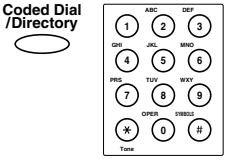
```
GROUP DIAL
 1.TELEPHONE NUMBER
```

```
TEL=
```

9. Enter the speed dialing numbers you want to store in the group.

   ❏ To enter in the group a number stored under a One-Touch Speed Dialing button, press the desired One-Touch Speed Dialing button(s).

   ❏ To enter a number stored under a coded speed dialing code, press **Coded Dial/Directory**, then enter the two-digit code for the number using the numeric buttons.



   ❏ For multiple entries, press **Coded Dial/Directory** between each entry.

Note

- ❏ You cannot register numbers in the groups that have not been registered for one-touch or coded speed dialing.
- ❏ You can review the numbers registered under the group by pressing the V button.
  - If you want to delete one of these numbers from the group, press **Clear** (ERASING END is displayed).
  - If you want to add a number to the group, press the One-Touch Speed Dialing button or Coded Speed Dialing code the number is registered under, and then press the **Set** button. The number will be added to the group.
- ❏ You can cancel registering numbers and return to standby mode by pressing the **Stop** button anytime before pressing the **Set** button in step 10.

10. Press **Set** twice.

```
GROUP DIAL
 2.NAME
```

```
NAME                :A
     _
```

- ❏ See page 3-3 for details on entering letters.
- ❏ You can enter up to 16 characters for the name.

11. Enter the name using the numeric buttons for the group.

```
NAME                :A
     USA GROUP
```

12. Press **Set**.

13. To enter additional groups, repeat steps 7 to 12.

    -or-

    If you have finished registering groups, press **Stop** to return to standby mode.

Using Group Dialing

To send a document to a group of numbers, follow these instructions.

Be sure to adjust the document feed lever before loading your document. See page 6-6 for more details.

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).
   - ❏ If necessary, you can adjust the resolution and contrast. See page 6-13 for more details.
2. Enter the group(s) stored under a One-Touch Speed Dialing button(s) and/or Coded Speed Dialing code(s).

Ex: 03

```
TEL=GROUP DIAL
 03 USA GROUP
```

Ex: Coded Dial /Directory 2 1

```
TEL=GROUP DIAL
*21 USA GROUP
```

- ❏ If you make a mistake when selecting a group, press the **Stop** button and start again.
- ❏ The name registered under that One-Touch Speed Dialing button or Coded Speed Dialing code is displayed. If no name is registered, GROUP DIAL is displayed.
- ❏ If you press a One-Touch Speed Dialing button or Coded Speed Dialing code that has no group (or fax number) registered under it, the LCD displays NO TEL #. Make sure you press the correct One-Touch Speed Dialing button or enter the correct Coded Speed Dialing code, and that the group you want has been registered correctly under that button or code.

- ❏ After entering the first One-Touch Speed Dialing button or Coded Speed Dialing code, you have five seconds to enter another speed dialing button or code before the LASER CLASS 2060P begins sending automatically. If you have entered more than one speed dialing button or code, the LASER CLASS 2060P waits for 10 seconds before it begins sending. If you do not want the LASER CLASS 2060P to send automatically, you need to change the TIME OUT setting. See pages 15-7 and 15-8 for more details.

3. When you finish entering groups, press **Start/Copy**.

- ❏ The LASER CLASS 2060P then scans the document into memory, and begins dialing the numbers in the groups.

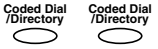
Using Directory Dialing

Follow this procedure to look up the other party's name and retrieve the number for dialing. This feature is convenient when you know the other party's name but cannot recall the One-Touch Speed Dialing button, the code for Coded Speed Dialing, or Group Dialing where the number is registered.

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).

   ❏ If necessary, you can adjust the resolution and contrast. See page 6-13 for more details.

2. Press **Coded Dial/Directory** twice.




```
TEL=
*
```

```
DIRECTORY DIAL
1ST LETT OF NAME
```

3. Press a numeric button to enter the first letter of the name of the party you are searching for.

   For example, if you press **PRS** the first name and number registered for this button letter group is displayed.

Note

If you do not press a numeric button within ten seconds, the message will be changed in the LCD display. In using Directory Dialing, repeat the procedure from step 1.

4. Press ∧ or ∨ to display the other names and numbers registered for the button letter group.

```
TEL=          1234567
01 ADAM BOOKS.CAP
```

   - ❏ The names for One-Touch Speed Dial are prefixed with two digits and the names for Coded Speed Dial are prefixed with an asterisk (✱) and two digits.
   - ❏ When you reach the last number and name registered for the letter group, you will return to the first number and name in the group.
   - ❏ After you press ∧ or ∨, if the display does not change, this means only one name and number is registered for the button you just pressed.
   - ❏ To see numbers and names registered for other letter groups, ABC for example, you will have to press the **ABC** button.
   - ❏ After you press a button, if you see NO TEL # in the display, this means there are no names that begin with a letter of the button you just pressed.

5. With the telephone number you want to dial displayed, press **Start/ Copy** to start the document transmission.

Chapter 6
Sending Faxes

This chapter describes how to use your LASER CLASS 2060P to send faxes.

❑ Preparing to Send a Fax 6-3
- Document Requirements 6-3
  - Scanning Area 6-5
- Selecting Automatic/Manual Document Feed 6-6
  - Loading Documents for Automatic Feed 6-7
  - Loading Documents for Manual Feed 6-11
- Setting the Resolution and Contrast 6-13
  - Setting the Scanning Resolution 6-13
  - Setting the Scanning Contrast 6-14
- Sending Methods 6-16
  - Manual Sending Via the Handset 6-16
  - Memory Sending 6-16
- Dialing Methods 6-17

❑ Sending Documents 6-18
- Manual Sending Via the Handset 6-18
- Memory Sending 6-20

❑ Adding Pages to the Document in the Automatic Document Feeder (ADF) 6-22

❑ Canceling Sending 6-23
- Removing the Document From the Automatic Document Feeder (ADF) 6-24

❑ Redialing 6-26
- Manual Redialing 6-26
- Automatic Redialing With Memory Sending 6-26
  - Canceling Automatic Redialing 6-27
  - Setting Up Automatic Redialing 6-28

❑ Sequential Broadcasting 6-31
- Sending a Document to More Than One Destination 6-31
- Sending a Document Using Group Dialing 6-33

❑ Delayed Sending 6-34
- Sending Other Documents While the LASER CLASS 2060P is Set for Delayed Sending 6-36

Preparing to Send a Fax

Before you can send a fax, you need to load the document into the LASER CLASS 2060P. For instructions and information about the types of documents you can fax with the LASER CLASS 2060P, see below.

Document Requirements

The documents you load into the LASER CLASS 2060P must meet these requirements:

When the document feed lever is set to Automatic Document Feed:

Size:	• Maximum: 8.5 × 14 in. (216 × 355.9 mm)
	• Minimum: 5.8 × 4.1 in. (148 × 105 mm)
Quantity:	• Up to 30 letter-size, 30 A4-size, or 20 legal-size pages (1 page for sizes other than these)
Thickness:	• 0.002–0.005 in. (0.07–0.13 mm) (For pages thicker than this, load one page at a time)
	• All sheets should be of the same thickness.
Weight:	• 13–24 lb (50–90 g/m^2)
	• All sheets should be of the same weight.

When the document feed lever is set to Manual Document Feed:

Size:	• Maximum: 8.5 × approx. 39 in. (216 mm × approx. 1 m)
	• Minimum: 3.5 × 1.75 in. (88.9 × 44.5 mm)
Quantity:	• 1 page
Thickness:	• 0.0023–0.0118 in. (0.06–0.3 mm)
Weight:	• 10.6–90 lb (40–340 g/m^2)

Note

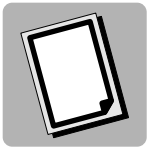
Problem documents

- ❏ To prevent paper jams in the Automatic Document Feeder (ADF), do not use any of the following paper in the LASER CLASS 2060P:

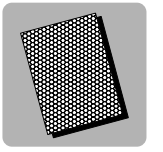
WRINKLED OR CREASED PAPER

CURLED OR ROLLED PAPER

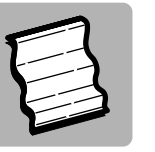
TORN PAPER



CARBON PAPER OR CARBON-BACKED PAPER



COATED PAPER

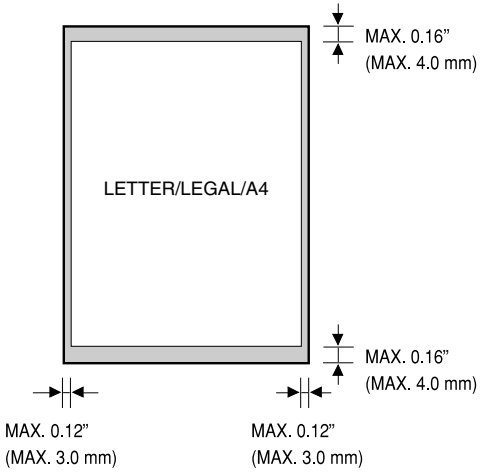


ONION SKIN OR THIN PAPER

- ❏ Remove all staples, paper clips, or any other fasteners before loading the document into the Automatic Document Feeder (ADF).
- ❏ Make sure any glue, ink, or correction fluid on the paper is completely dry before loading the document into the Automatic Document Feeder (ADF).
- ❏ If you have a document that will not feed into the LASER CLASS 2060P properly, make a photocopy of the document, then load the copy instead.

Scanning Area

The margins of 0.12 in. (3.0 mm) on either side of the sheet and 0.16 in. (4.0 mm) on the top and bottom are outside the LASER CLASS 2060P's scanning area. Make sure your document's text and graphics do not extend into these margins.

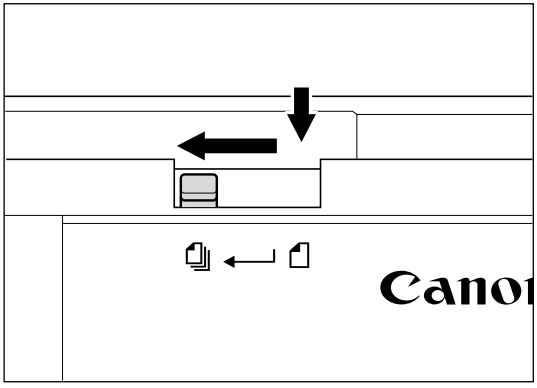


Selecting Automatic/Manual Document Feed

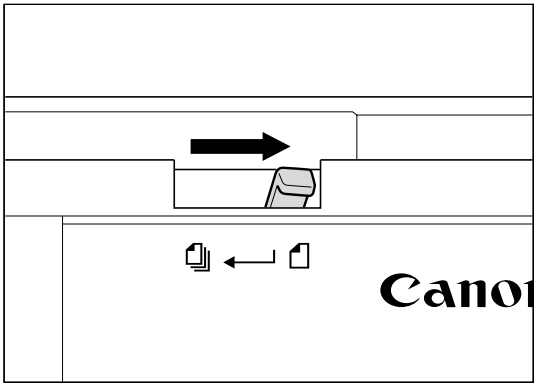
With the LASER CLASS 2060P, you can select whether you want to scan documents automatically or manually.

Automatic document feed is used when scanning multipage documents on normal paper. Use manual document feed when scanning single-page documents such as photos, business cards, or documents on other special types of paper. Manual document feed will allow you to scan your document with minimum damage to the surface of the document.

Use the document feed lever located at the top of the operation panel, to select automatic document feed or manual document feed.



Automatic document feed



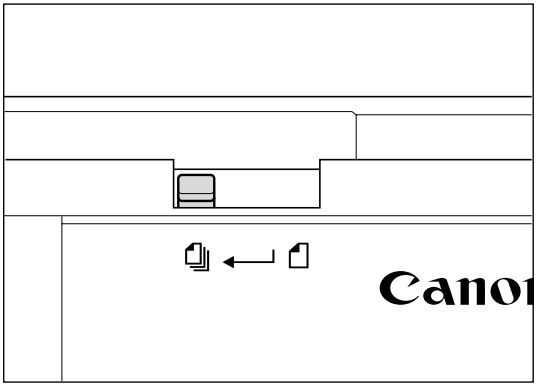
Manual document feed

Note

Selecting manual document feed, the document feed lever is set to automatic document feed automatically after sending a document.

Loading Documents for Automatic Feed

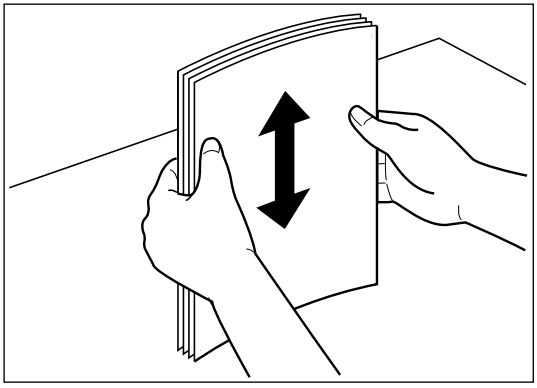
1. Make sure the document feed lever is set to automatic document feed.



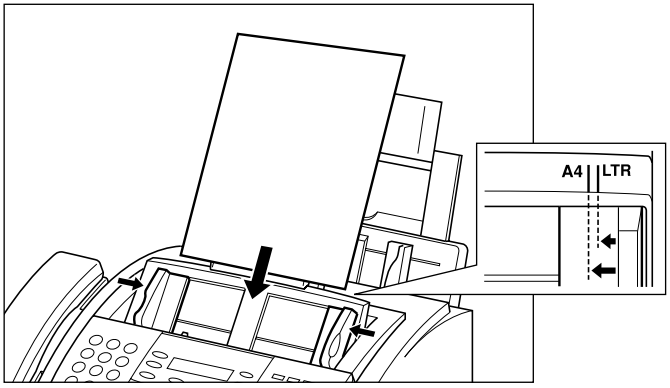
Note

Be sure to pull the feed lever towards you before sliding it to the left.

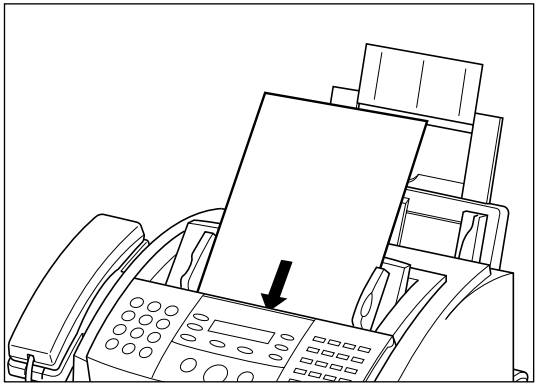
2. If the document has multiple pages, tap it on a flat surface to even the edges.



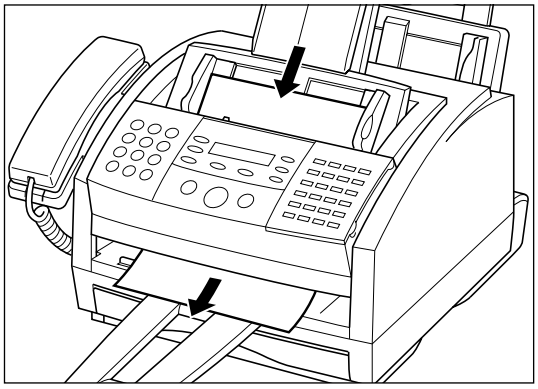
3. Adjust the document guides to the width of the document.



4. Gently insert the document face down (top of the document first) into the Automatic Document Feeder (ADF) until it stops.



The document is now ready for scanning. The LASER CLASS 2060P automatically feeds the pages one by one from the bottom of the stack.



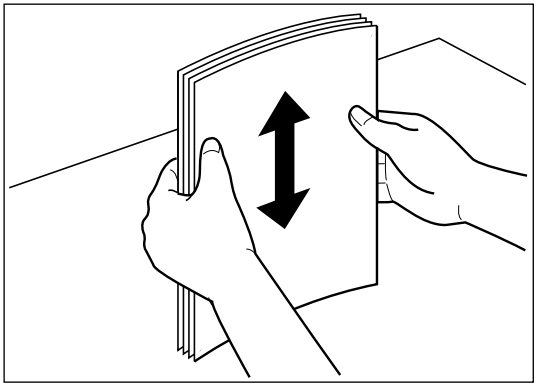
Note

Wait until all pages of your document have been scanned completely before starting a new job.

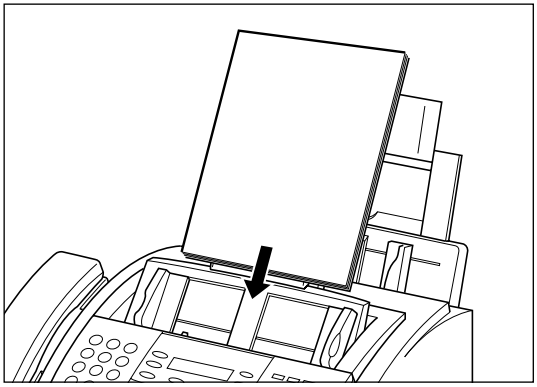
Trouble With Multipage Documents

If you have trouble feeding a multipage document, do the following:

1. Remove the stack and tap it on a flat surface to even the edges.



2. Gently insert the stack into the Automatic Document Feeder (ADF) until it stops.

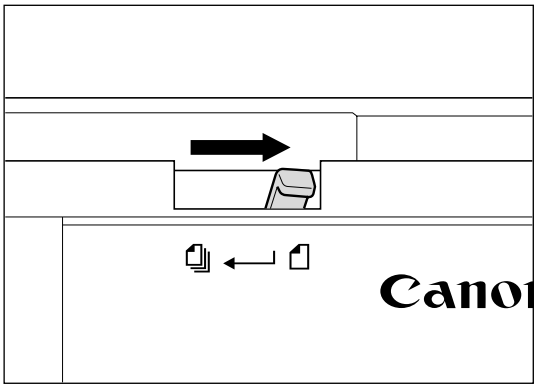


Note

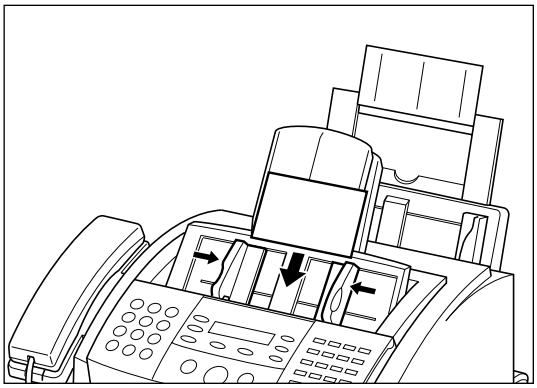
- ❏ If you have further trouble with page jams while feeding, see "Jams in the Automatic Document Feeder (ADF)?" on page 13-5.
- ❏ You cannot feed a multipage document of thick media, such as postcards or business cards. Use manual feed instead to feed one page at a time.
- ❏ Wait until all pages of your document have been scanned completely before starting a new job.

Loading Documents for Manual Feed

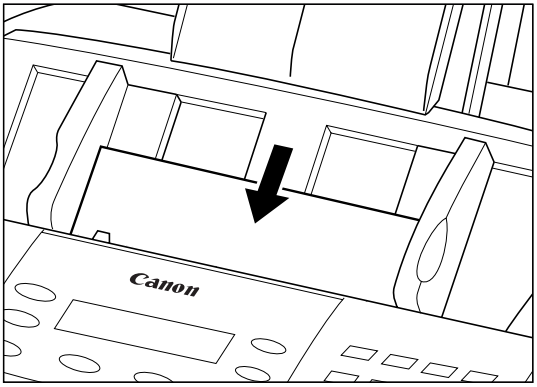
1. Make sure the document feed lever is set to manual document feed.



2. Adjust the document guides to the width of the document.



3. Gently insert the document face down (top of the document first) into the Automatic Document Feeder (ADF) until it stops.



The document is now ready for scanning.

Note

- ❏ Wait until your document has been scanned completely before starting a new job.
- ❏ The length of the document is slightly reduced when copying or sending documents using manual feed.
- ❏ When using manual document feed continuously, each time set the document feed lever to manual document feed.

Setting the Resolution and Contrast

Setting the Scanning Resolution

Canon's Ultra High Quality (UHQ™) imaging technology enables you to send faxes with a print quality that is very close to that of the original document. The LASER CLASS 2060P also lets you adjust the resolution it uses in sending faxes to best suit your particular document.

The LASER CLASS 2060P has five resolution settings:

- ❏ **STANDARD** resolution (203 × 98 dpi) is adequate for most text documents.
- ❏ **FINE** resolution (203 × 196 dpi) is suitable for documents with fine print (smaller than the print in this sentence).
- ❏ **PHOTO** resolution (203 × 196 dpi, with halftones) is for documents that contain photographs. With this setting, areas of the document that contain photos are automatically scanned with 64 levels of gray, rather than just two (black and white). This gives a much better reproduction of the photos, though transmission time is longer.
- ❏ **SUPER FINE** resolution (203 × 391 dpi) is for documents that contain fine print and images (much smaller than the print in this sentence), and its resolution is four times of STANDARD.
- ❏ **ULTRA FINE** resolution (406 × 391 dpi) is for documents that contain fine print and images (much smaller than the print in this sentence), and its resolution is eight times of STANDARD.

Set the resolution as follows:

1. Press **Resolution**.

   - ❏ The LCD display shows the current resolution setting.

2. Press **Resolution** until the resolution you want is displayed.

```
FAX RESOLUTION
FAX STANDARD
```

```
FAX RESOLUTION
FAX FINE
```

```
FAX RESOLUTION
FAX PHOTO
```

```
FAX RESOLUTION
SUPER FINE
```

```
FAX RESOLUTION
ULTRA FINE
```

3. Continue with the operation you wish to complete.

   ❑ If you do not proceed with any other operation, the LCD display returns to standby mode after about 5 seconds.

```
12/31/2001 MON 10:00
FaxTel       STANDARD
```

```
12/31/2001 MON 10:00
FaxTel           FINE
```

```
12/31/2001 MON 10:00
FaxTel          PHOTO
```

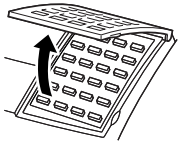
```
12/31/2001 MON 10:00
FaxTel     SUPER FINE
```

```
12/31/2001 MON 10:00
FaxTel     ULTRA FINE
```

Setting the Scanning Contrast

Contrast is the difference in brightness between the lightest and darkest parts of a printed document. You can adjust the contrast the LASER CLASS 2060P uses when scanning documents to be sent. STANDARD is the default setting and is adequate for most documents. To darken a light original, set to DARKER; to lighten dark originals, use LIGHTER.

1. Open One-Touch Speed Dial panel.



2. Press **Data Registration**.

Data Registration

```
REGISTRATION
 1.DATA REGISTRATION
```

3. Press **Set** twice.

Set Set

```
DATA REGISTRATION
 1.USER SETTINGS
```

```
USER SETTINGS
 1.DATE & TIME
```

4. Use ∧ or ∨ to select 5.SCANNING CONTRAST.

∧ ∨

```
USER SETTINGS
 5.SCANNING CONTRAST
```

5. Press **Set**.

Set

```
SCANNING CONTRAST
            STANDARD
```

❏ The currently set scanning contrast is displayed.

6. Press ∧ or ∨ to select the scanning contrast you wish to set.

∧ ∨

```
SCANNING CONTRAST
            STANDARD
```

```
SCANNING CONTRAST
              DARKER
```

```
SCANNING CONTRAST
             LIGHTER
```

❏ You can select STANDARD, DARKER, or LIGHTER.

❏ You can cancel and return to standby mode by pressing the **Stop** button any time before pressing the **Set** button in step 7.

7. Press **Set**.

```
USER SETTINGS
 6.OFFHOOK ALARM
```

8. Press **Stop** to return to standby mode.

```
12/31/2001 MON 10:00
FaxTel        STANDARD
```

Sending Methods

Manual Sending Via the Handset

Use manual sending via the handset if you want to speak with the other party before sending a fax to them. With manual sending via the handset, you dial, converse normally and when they are ready to receive your fax, press the **Start/Copy** button to begin sending. See page 6-18 for more details on manual sending via the handset.

For manual sending via the handset, you need to have the handset or a telephone connected to your LASER CLASS 2060P.

Memory Sending

Memory sending allows you to send a document easily and quickly. This method of sending scans the document into memory, and as the first page of a multipage document is being scanned, the LASER CLASS 2060P already begins calling the other party and transmitting the information even as the remaining pages are being scanned.

To use memory sending, you load the document, dial the fax number and press the **Start/Copy** button. See page 6-20 for more details on memory sending.

Since the LASER CLASS 2060P is multitasking, you can even scan a document into the memory while sending a document, receiving a document, or printing a report.

Dialing Methods

There are several ways of dialing the number of the party you want to send to:

- **Regular Dialing**

  Use the numeric buttons to dial the recipient's fax number.

- **One-Touch Speed Dialing**

  Press the **One-Touch Speed Dialing** button (1 to 32) under which you have registered the number you want to send to. See Chapter 5 "Speed Dialing" for details on registering and using One-Touch Speed Dialing.

- **Coded Speed Dialing**

  Press **Coded Dial/Directory** and enter the two-digit code (00 to 99) under which you have registered the number you want to send to. See Chapter 5 "Speed Dialing" for details on registering and using Coded Speed Dialing.

- **Directory Dialing**

  Press **Coded Dial/Directory** twice and look up the other party's name and retrieve the number for dialing. See Chapter 5 "Speed Dialing" for details when you know the other party's name.

Sending Documents

This section describes the different ways to send faxes with the LASER CLASS 2060P.

Manual Sending Via the Handset

You can send faxes manually. This allows you to talk to the other party via the handset before sending the fax, which can be useful if the other party uses a single line for both voice and fax transmissions.

Be sure to adjust the document feed lever before loading your document. See page 6-6 for details.

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).
   - ❏ Once the document is loaded, the LCD display shows the following:

     ```
     MEMORY IN USE
                    0%
     ```

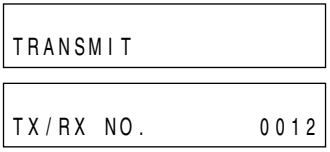
     ```
     DOCUMENT READY
     ```

   - ❏ If necessary, you can adjust the resolution and contrast. See page 6-13 for details.
2. Lift the handset and dial the number.

   ```
   TEL=       1 234 5678
   ```

   - ❏ Use one of the dialing methods described on page 6-17.

3. If a person answers, you can converse normally. When you are ready to send the fax, ask the person to press the start button on their fax machine, or set their fax machine to receive, then press **Start/Copy** on the LASER CLASS 2060P and hang up.



❏ The LCD displays TX and the transmission number (TX/RX NO.).

Be sure to press the **Start/Copy** button before you hang up, or you will disconnect the call.

Memory Sending

Memory sending is a quick and easy way to send a fax. The LASER CLASS 2060P scans the document into its memory as it dials the fax number. If the line is free, the LASER CLASS 2060P begins sending the fax as it scans the rest of the document.

The LASER CLASS 2060P has enough memory to store up to 340 pages (fewer if the document contains many graphics or particularly dense text).

Follow the instructions below to send a document with memory sending:

Be sure to adjust the document feed lever before loading your document. See page 6-6 for details.

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).
   - ❏ Once the document is loaded, the LCD display shows the following:

     MEMORY IN USE 0%

     DOCUMENT READY

   - ❏ If necessary, you can adjust the resolution and contrast. See page 6-13 for details.
   - ❏ You may not be able to use memory sending if the percentage shown in the MEMORY IN USE display is close to 100%. In this case, use manual sending via the handset to send your document.

2. Dial the other party's fax number.

```
TEL=          1p2345678
```

   - ❏ Use one of the dialing methods described on page 6-17.
   - ❏ If you must first dial a digit to get an outside line ("9" for example), add a pause after that digit by pressing the **Pause** button, as shown in the example above.

3. Press **Start/Copy**.

   - ❏ The LASER CLASS 2060P then begins scanning the document into memory and dials the number.
     After a few seconds, the display shows the number of pages it has scanned.

```
TEL=          1p2345678
SCANNING DOC.   P.001
```

```
TRANSMIT            0030
SCANNING DOC.   P.001
```

     The display then shows the transaction number for the fax. This is a unique number the LASER CLASS 2060P assigns to the document, and is used to identify the document in transaction reports.

     The display continues to show these three displays in order while the fax is sending.

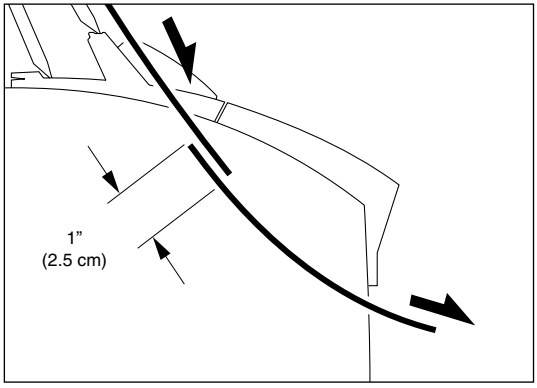
   - ❏ When the LASER CLASS 2060P finishes sending the fax, the display shows the TRANSMITTING OK message.

If an error occurs during sending, the LASER CLASS 2060P will print out an error report. If this happens, try sending the fax again. See "Faxing Problems" on page 13-29 for details about errors.

Adding Pages to the Document in the Automatic Document Feeder (ADF)

The LASER CLASS 2060P Automatic Document Feeder (ADF) can hold up to 30 letter-, 30 A4-, or 20 legal-size pages at a time when the document feed lever is set to automatic document feed. If your document has more pages than this, you can add pages while the LASER CLASS 2060P is scanning.

1. Wait until the last sheet in the Automatic Document Feeder (ADF) starts feeding.
2. Load up to 30 additional sheets (20 legal size).
   - ❏ Insert the first new page so that it overlaps the last page by about 1 inch (2.5 cm).



Note

Wait until all pages of your document have been scanned completely before starting a new job.

Canceling Sending

If you want to stop sending before the transmission is finished, do the following.

1. Press **Stop**.

   - ❏ If you are sending manually, the transmission is canceled immediately.
   - ❏ If you are sending from memory, the following appears in the display:

```
CANCEL DURING TX/RX?
YES=(*)    NO=(#)
```

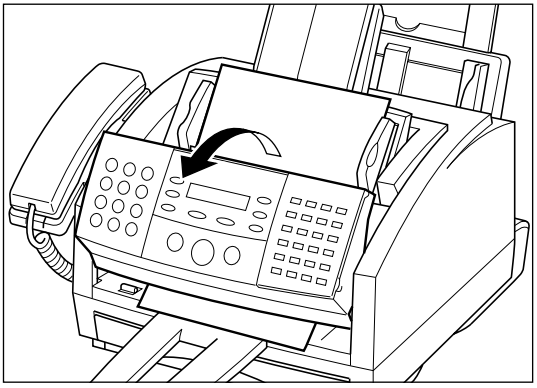
2. To cancel sending, press ✱.

   - ❏ If you change your mind and want the unit to continue sending, press the # button. The LASER CLASS 2060P will continue sending normally.

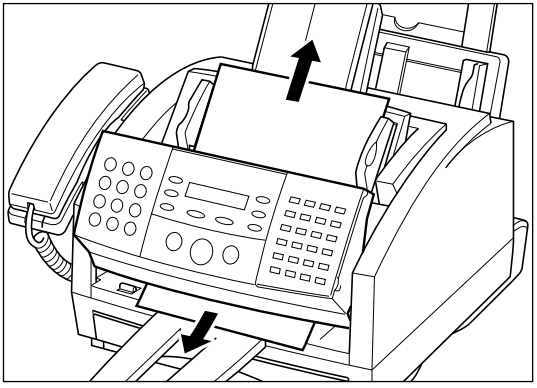
After you cancel a fax, you may need to open the operation panel to remove the document from the Automatic Document Feeder (ADF). See "Removing the Document From the Automatic Document Feeder (ADF)" on the following page.

Removing the Document From the Automatic Document Feeder (ADF)

1. Open the operation panel by gently pulling it toward you.

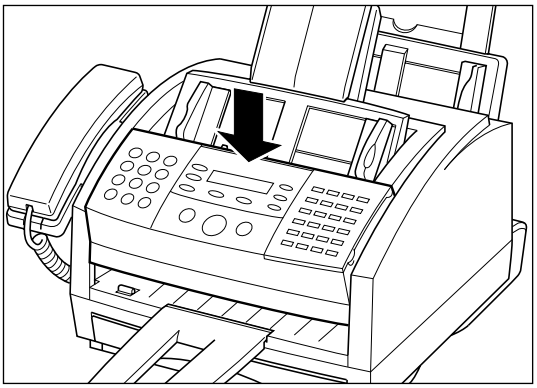


2. Remove the document by pulling it out from the top or bottom.



❑ Do not pull the document without opening the operation panel, otherwise the document will tear.

3. When you are finished, close the operation panel by pressing it down from the center as shown.



Note

Be sure to close the operation panel until it locks into place. Otherwise the unit will not function properly.

Redialing

Manual Redialing

To redial the last number dialed with the numeric buttons, press the **Redial** button.

To cancel manual redialing, simply press the **Stop** button.

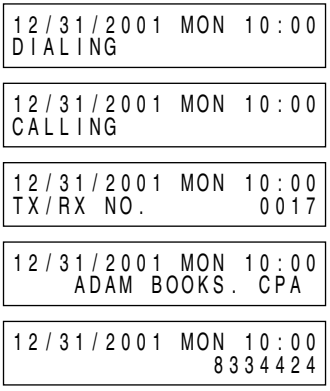
Automatic Redialing With Memory Sending

With memory sending, you can set the LASER CLASS 2060P to automatically dial the fax number again if the receiving fax machine does not answer, if the line is busy, or if an error occurs during sending. You can also control how many times the LASER CLASS 2060P will redial the number, how long it will wait between dialing attempts, and how much of the fax the LASER CLASS 2060P will resend if an error occurs. See "Setting Up Automatic Redialing" on page 6-28.
When automatic redialing is in use, the LASER CLASS 2060P alternately displays AUTO REDIAL and the transaction number while it is waiting to redial.

```
12/31/2001 MON 10:00
AUTO REDIAL
```

```
12/31/2001 MON 10:00
TX/RX NO.       0017
```

When it begins redialing, it alternately displays CALLING, the transaction number (TX/RX NO.), and the fax number you dialed.



- ❏ If you used One-Touch, Coded Speed, or Directory Dialing to dial the number, the name registered under that button or code will also be displayed.

If the receiving fax machine does not answer on the last attempt, the LASER CLASS 2060P displays BUSY/NO SIGNAL (if the unit is set not to print a report).

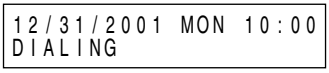
If this happens, try sending again later.

Canceling Automatic Redialing

Automatic redialing cannot be canceled with the **Stop** button while the unit is waiting to redial. To cancel do the following steps.

If you press **Stop** button in waiting to redial, the LCD displays standby mode but still you are in automatic redialing.

1. Wait until the LASER CLASS 2060P begins redialing.



   - ❏ While the LASER CLASS 2060P is waiting to redial, the LCD displays AUTO REDIAL.

2. Press **Stop**.

   ❏ The LASER CLASS 2060P asks you to confirm that you want to cancel:

```
CANCEL DURING TX/RX?
YES=(*)    NO=(#)
```

3. To cancel the redialing, press ✱.

   ❏ The LASER CLASS 2060P beeps and alternates the following displays:

```
12/31/2001 MON 10:00
TX/RX NO.        0001
```

```
12/31/2001 MON 10:00
STOP KEY PRESSED
```

   ❏ The unit then prints an error report (if set to print one).

```
PRINTING REPORT
```

You can also delete the document from memory. See "Deleting a Document Stored in Memory" on page 8-7.

Setting Up Automatic Redialing

You can set up the following options for automatic redialing:

❏ The number of times the LASER CLASS 2060P attempts redialing

❏ The time interval between redialing attempts

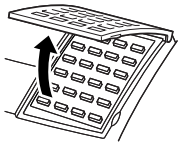
❏ How the unit handles redialing when a transmission error occurs

❏ The factory default settings for the auto redial feature are:

- The LASER CLASS 2060P redials twice.
- The LASER CLASS 2060P waits two minutes before redialing.
- If an error occurs during transmission, the LASER CLASS 2060P resends the first page of the document and the error page.

Follow the procedure below to adjust the automatic redialing settings.

1. Open One-Touch Speed Dial panel.



2. Press **Data Registration**.

Data Registration

```
REGISTRATION
 1.DATA REGISTRATION
```

3. Press **Set**, then press ∧ or ∨ to select 3.TX SETTINGS.

Set ∧ ∨

```
DATA REGISTRATION
 3.TX SETTINGS
```

4. Press **Set**, then press ∧ or ∨ to select 3.AUTO REDIAL.

Set ∧ ∨

```
TX SETTINGS
 3.AUTO REDIAL
```

5. Press **Set**, then use ∧ or ∨ to select ON.

Set ∧ ∨

```
AUTO REDIAL
                ON
```

❏ The default setting is ON.

6. Press **Set**.

Set

```
AUTO REDIAL
 1.REDIAL TIMES
```

7. Press **Set** again, then use ∧, ∨, or the numeric buttons to enter the number of times you want the unit to redial (1 to 10 times).

Set ∧ ∨ or

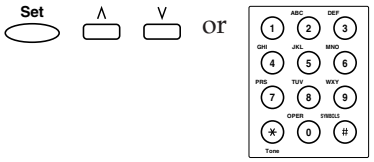
```
REDIAL TIMES
              1TIMES
```

❏ The default setting is twice.

8. Press **Set**.

```
AUTO REDIAL
 2.REDIAL INTERVAL
```

9. Press **Set** again, then use ∧, ∨, or the numeric buttons to select the time interval between redialings (2 to 99 minutes).




```
REDIAL INTERVAL
                2MIN.
```

❏ The default setting is two minutes.

10. Press **Set.**

```
TX SETTINGS
 4.TIME OUT
```

11. Press **Stop** to return to standby mode.

```
12/31/2001 MON 10:00
FaxTel       STANDARD
```

Sequential Broadcasting

Sending a Document to More Than One Destination

The LASER CLASS 2060P's sequential broadcasting feature allows you to send a fax to a sequence of up to 133 fax numbers, using any combination of dialing methods as follows:

- ❏ One-Touch Speed Dialing: up to 32 destinations
- ❏ Coded Speed Dialing: up to 100 destinations
- ❏ Regular Dialing: (with the numeric buttons) 1 destination only

You can enter the One-Touch Speed Dialing and Coded Speed Dialing destinations in any order. You can also include one destination that you dial manually using the numeric buttons.

To send a fax to more than one location, do the following:

Be sure to adjust the document feed lever before loading your document. See page 6-6 for details.

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).
   - ❏ If necessary, you can adjust the resolution and contrast. See page 6-13 for details.
2. Enter up to 133 fax destinations using any of the following four methods:
   - ❏ **One-Touch Speed Dialing:**

     Press the desired One-Touch Speed Dialing button(s).

     01 ~ 32

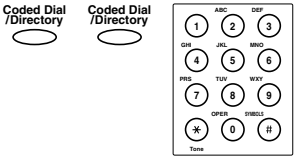
❑ **Coded Speed Dialing:**

Press **Coded Dial/Directory**, then enter the two-digit code (00-99) using the numeric buttons.

- Be sure to press **Coded Dial/Directory** before each code.

❑ **Directory Dialing:**

Press **Coded Dial/Directory** twice, then enter the first letter of the name of the party you are searching for.



❑ **Regular Dialing:**

Enter the number using the numeric buttons.

- You can only enter one number with the numeric buttons.

❑ After entering the first One-Touch Speed Dialing button or Coded Speed Dialing code, you have five seconds to enter another speed dialing button or code before the LASER CLASS 2060P begins sending automatically. If you have entered more than one speed dialing button or code, the LASER CLASS 2060P waits for 10 seconds before it begins sending. If you do not want the LASER CLASS 2060P to send automatically, you need to change the TIME OUT setting. See pages 15-7 and 15-8 for more details.

❑ If you want to review the numbers you entered, open the One-Touch Speed Dial panel and use the ∧ or ∨ button to scroll through the numbers.

3. When you finish entering numbers, press **Start/Copy** to begin sending, or wait a few seconds for the LASER CLASS 2060P to begin sending automatically.

❑ The LASER CLASS 2060P then scans the document into memory, and begins sending it to the destinations in numerical order, starting with the one-touch speed dial numbers, then the coded speed dial numbers, and finally the number dialed with the numeric buttons.

If the LASER CLASS 2060P memory becomes full while scanning your document, MEMORY FULL appears in the LCD display. If this happens, remove the remainder of the document from the Automatic Document Feeder (ADF). (You may need to open the operation panel to do so. See page 6-24 for details.) Then divide the document into several sections and send each section separately.

Sending a Document Using Group Dialing

If you frequently send faxes to the same group of people, you can create a "group." Groups are stored under One-Touch Speed Dialing buttons or Coded Speed Dialing codes. See Chapter 5, "Speed Dialing" for details on registering numbers under groups and using Group Dialing.

Delayed Sending

Your LASER CLASS 2060P allows you to scan a document into its memory and send it automatically at a preset time. By using this feature, you can take advantage of lower long distance rates at night, for example.

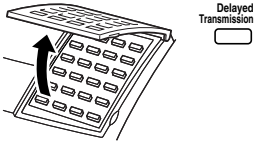
Note

Be sure to adjust the document feed lever before loading your document. See page 6-6 for more details.

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).

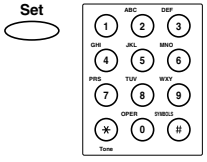
   ❏ If necessary, you can adjust the resolution and contrast. See page 6-13 for more details.

2. Open One-Touch Speed Dial panel, then press **Delayed Transmission**.




```
DELAYED TX
 1.REGISTER
```

3. Press **Set**, then use the numeric buttons to enter the time at which you want to send the document.

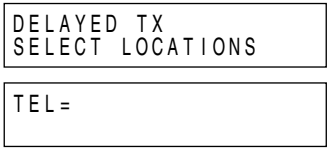



```
DELAYED TX
SET TIME        00:00
```

   ❏ Enter the time using the 24-hour clock system. Precede single digits with a zero.

   Example:
   7:30 a.m. = 07:30
   11:30 p.m. = 23:30

4. Press **Set**.



5. Enter the destination(s) using any of the following four methods.

❏ **One-Touch Speed Dialing:**

Press the desired One-Touch Speed Dialing button(s).

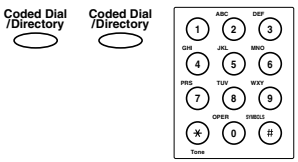
❏ **Coded Speed Dialing:**

Press **Coded Dial/Directory**, then enter the two-digit code (00-99) using the numeric buttons.

- Be sure to press **Coded Dial/Directory** before each code.

❏ **Directory Dialing:**

Press **Coded Dial/Directory** twice, then enter the first letter of the name of the party you are searching for.



❏ **Regular Dialing:**

Enter the number using the numeric buttons.

- You can only enter one number with the numeric buttons.

6. When you finish entering numbers, press **Start/Copy**.

❏ The LASER CLASS 2060P begins scanning the document into memory.

- If the LASER CLASS 2060P memory becomes full while scanning your document, MEMORY FULL appears in the LCD display. If this happens, you cannot send the document at a delayed time. See page 6-24 to remove your document from the Automatic Document Feeder (ADF).
- You can only register one preset sending operation at a time.

When the set time comes, the LASER CLASS 2060P dials and sends the document.

Sending Other Documents While the LASER CLASS 2060P is Set for Delayed Sending

The LASER CLASS 2060P is a multitasking unit, so you can send, receive, and copy other documents even when you have set the LASER CLASS 2060P for delayed sending.

To copy, or send other documents after setting the LASER CLASS 2060P for delayed sending, simply follow the procedures described in this user's guide.

Chapter 7
Receiving Faxes

This chapter describes how to use your LASER CLASS 2060P to receive faxes.

❑ Different Ways to Receive a Fax 7-2
FAX/TEL AUTO SW 7-2
FAX ONLY MODE 7-2
DRPD (Distinctive Ring Pattern Detection) 7-2
• Setting the RX MODE 7-3
• Setting the Receive Mode 7-4
• Receiving Faxes and Phone Calls Automatically: Fax/Tel Mode 7-4
Setting Up Fax/Tel Mode 7-5
What Happens When Fax/Tel Mode is Selected 7-6
• Receiving Faxes Manually: MANUAL MODE 7-9
• Receiving Faxes Automatically: FAX ONLY MODE 7-10
• Using an Answering Machine: ANS.MACHINE MODE 7-10
Using the LASER CLASS 2060P With an Answering Machine 7-11

❑ Documents Received in Memory 7-12
• Messages Displayed When Documents are Received in Memory 7-12
• Receiving While Registering or Copying 7-13

❑ Canceling an Incoming Fax 7-14

❑ Distinctive Ring Pattern Detection (DRPD) Feature 7-15
• Types of Ring Patterns 7-15
• Setting Up DRPD Mode 7-16
• How DRPD Responds to Calls 7-21
LASER CLASS 2060P Set for Automatic Switching Between Fax and Telephone Calls 7-21

Different Ways to Receive a Fax

The LASER CLASS 2060P provides you with three different modes for receiving faxes. To decide which mode will best suit your requirements, consider how you want to use the LASER CLASS 2060P:

FAX/TEL AUTO SW

You can select Fax/Tel Mode, MANUAL MODE, or ANS. MACHINE MODE in FAX/TEL AUTO SW.

FAX ONLY MODE

You can select FAX ONLY MODE, MANUAL MODE, or ANS. MACHINE MODE in FAX ONLY MODE.

DRPD (Distinctive Ring Pattern Detection)

The DRPD feature of your LASER CLASS 2060P allows you to have two or more telephone/fax numbers assigned to your LASER CLASS 2060P using only one telephone line.
You can use this feature when you subscribe to a DRP service offered by some telephone companies.

- **Fax/Tel Mode**

  Use this mode if you will occasionally use the LASER CLASS 2060P as a telephone. In this mode, if an incoming call is a fax, the LASER CLASS 2060P then receives the fax automatically, without ringing; if the call is from a telephone, the LASER CLASS 2060P rings to alert you to pick up the handset or telephone to answer the call. This mode is economical, in that it allows you to have phone and fax service without the expense of an additional phone line.

  This mode also includes settings that let you control precisely how it handles incoming calls. To adjust these settings via the operation panel, see page 7-5.

- **MANUAL MODE**

  Use this mode if you will frequently use the LASER CLASS 2060P as a telephone and want to answer every call yourself, including fax calls. The LASER CLASS 2060P then rings for every call, whether phone or fax, and you must press the **Start/Copy** button to begin receiving a fax.

❑ **FAX ONLY MODE**

Use this mode if the LASER CLASS 2060P will be connected to a separate telephone line used only for transmitting faxes. The LASER CLASS 2060P then answers all calls, and receives all faxes automatically.

❑ **ANS.MACHINE MODE**

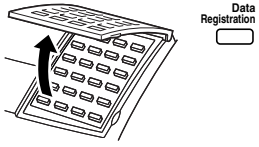
Use this mode if you plan to connect an answering machine to the LASER CLASS 2060P to receive faxes and phone messages. The LASER CLASS 2060P then receives incoming faxes normally, and routes incoming phone calls to the answering machine.

Once you have decided which mode you want, set the mode as described in "Setting the Receive Mode" on page 7-4. You can change the mode at any time.

Setting the RX MODE

Set the LASER CLASS 2060P RX MODE as follows:

1. Open One-Touch Speed Dial panel, then press **Data Registration**.




```
REGISTRATION
 1.DATA REGISTRATION
```

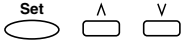
2. Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

3. Use ∧ or ∨ to select 4.RX SETTINGS.

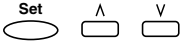
```
DATA REGISTRATION
 4.RX SETTINGS
```

4. Press **Set**, then use ∧ or ∨ to select 2.RX MODE.




```
RX SETTINGS
 2.RX MODE
```

5. Press **Set**, then use ∧ or ∨ to select item.



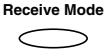
❏ If you select FAX/TEL AUTO SW, see page 7-7 for more details. If you select DRPD, see page 7-16 for more details.

6. Press **Set**.

Setting the Receive Mode

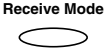
Set the LASER CLASS 2060P receive mode as follows:

1. Press **Receive Mode**.



❏ The LCD display shows the current receive mode setting.

2. If you want to change the receive mode, press **Receive Mode** until the mode you want appears.



Receiving Faxes and Phone Calls Automatically: Fax/Tel Mode

Set this mode if you want your LASER CLASS 2060P to automatically switch between voice and fax calls.

You can control precisely how your LASER CLASS 2060P handles incoming calls by adjusting the settings described below.

Setting Up Fax/Tel Mode

When you select Fax/Tel Mode from the Data Registration menu, you can also set the following options.

- **RING START TIME**

  When a call comes in, the unit checks to see if it is a person wishing to speak to you or a fax machine trying to send a document. If your unit does not have enough time to detect the fax tone, it assumes the call is from a telephone. Use the RING START TIME setting to increase the time the unit takes to check whether a call is from a fax machine or a telephone. You can select a time between 0 and 30 seconds; the default is 8 seconds.

- **F/T RING TIME**

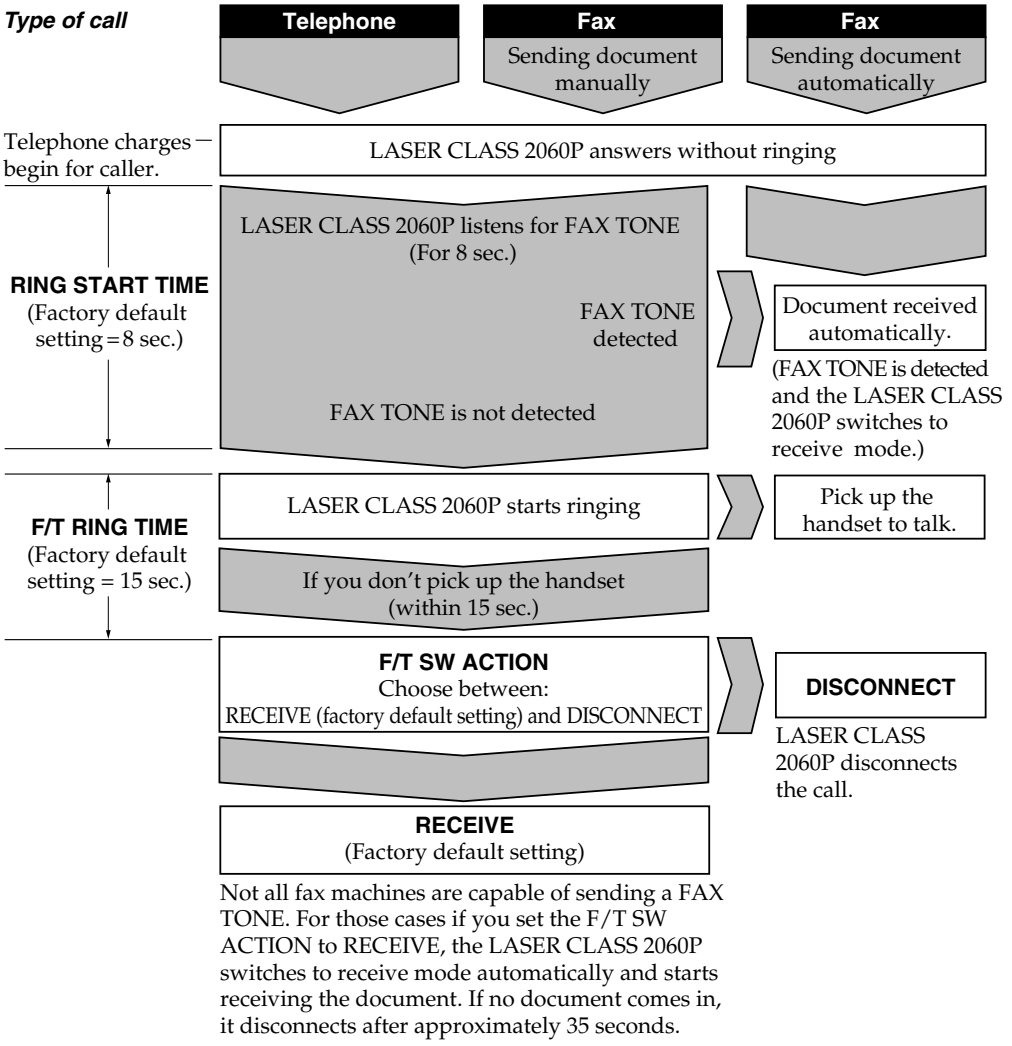
  When your unit is set to receive both fax and telephone calls automatically, it rings to alert you to pick up the handset if the call is from a person. If you do not pick up the handset within a certain amount of time, the unit stops ringing. Use this option to change the number of times the unit rings, from 10 to 45 seconds. The default is 15 seconds.

- **F/T SWITCH ACTION**

  Not all fax machines are capable of sending a FAX TONE (the CNG tone that warns the receiving fax machine that a fax is coming). For those cases the unit may think that the call coming in is a voice call and rings to alert you of the call (the amount of time it is going to ring is determined by the F/T RING TIME setting above). If you do not answer the call, one of two things can happen:

  1. If you set the F/T SW ACTION to RECEIVE, the unit will switch to fax receive mode automatically at that point and start to receive the document. If no document comes in, it disconnects the call after approximately 35 seconds. The factory default setting is RECEIVE.
  2. If you set the F/T SW ACTION to DISCONNECT, the unit will disconnect the phone call immediately freeing up your phone line at this point.

What Happens When Fax/Tel Mode is Selected

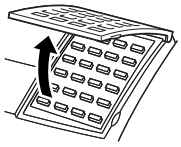

Type of call
Telephone
Fax
Sending document manually
Fax
Sending document automatically
Telephone charges begin for caller.
LASER CLASS 2060P answers without ringing
RING START TIME
(Factory default setting = 8 sec.)
LASER CLASS 2060P listens for FAX TONE
(For 8 sec.)
FAX TONE detected
FAX TONE is not detected
Document received automatically.
(FAX TONE is detected and the LASER CLASS 2060P switches to receive mode.)
F/T RING TIME
(Factory default setting = 15 sec.)
LASER CLASS 2060P starts ringing
Pick up the handset to talk.
If you don't pick up the handset (within 15 sec.)
F/T SW ACTION
Choose between:
RECEIVE (factory default setting) and DISCONNECT
DISCONNECT
LASER CLASS 2060P disconnects the call.
RECEIVE
(Factory default setting)

Not all fax machines are capable of sending a FAX TONE. For those cases if you set the F/T SW ACTION to RECEIVE, the LASER CLASS 2060P switches to receive mode automatically and starts receiving the document. If no document comes in, it disconnects after approximately 35 seconds.

You can select these options in the RX MODE submenu of the RX SETTINGS menu when Fax/Tel Mode is selected.

Set the Fax/Tel Mode options as follows:

1. Open One-Touch Speed Dial panel, then press **Data Registration**.




```
REGISTRATION
 1.DATA REGISTRATION
```

2. Press **Set**.

Set

```
DATA REGISTRATION
 1.USER SETTINGS
```

3. Use ∧ or ∨ to select 4.RX SETTINGS.

∧ ∨

```
DATA REGISTRATION
 4.RX SETTINGS
```

4. Press **Set**, then use ∧ or ∨ to select 2.RX MODE.

Set ∧ ∨

```
RX SETTINGS
 2.RX MODE
```

5. Press **Set**, then use ∧ or ∨ to select FAX/TEL AUTO SW.

Set ∧ ∨

```
RX MODE
     FAX/TEL AUTO SW
```

6. Press **Set**.

Set

```
FAX/TEL AUTO SW
 1.RING START TIME
```

7. Press **Set** again, then use ∧, ∨, or the numeric buttons to enter a time between 0 and 30 seconds.

Set ∧ ∨ or

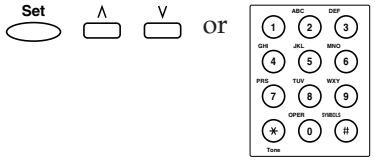
```
RING START TIME
                0SEC
```

- ❏ This setting determines how many seconds the unit waits before ringing when it receives a call.
- ❏ The factory default setting is 8 seconds.

8. Press **Set**.

```
FAX/TEL AUTO SW
 2.F/T RING TIME
```

9. Press **Set** again, then use ∧, ∨, or the numeric buttons to enter a time between 10 and 45 seconds.



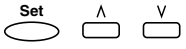

```
F/T RING TIME
              15SEC
```

- ❏ This setting determines how many seconds the unit rings while waiting for someone to pick up the handset.
- ❏ The factory default setting is 15 seconds.

10. Press **Set**.

```
FAX/TEL AUTO SW
 3.F/T SWITCH ACTION
```

11. Press **Set** again, then use ∧ or ∨ to select RECEIVE or DISCONNECT.




```
F/T SWITCH ACTION
            RECEIVE
```

```
F/T SWITCH ACTION
          DISCONNECT
```

- ❏ This setting tells the unit what to do if no one picks up the handset within the specified ring time set in step 9.
- ❏ Select RECEIVE to receive the call, and DISCONNECT to disconnect the call.

12. Press **Set**.

```
RX SETTINGS
 3.INCOMING RING
```

13. Press **Stop** to return to standby mode.

```
12/31/2001 MON 10:00
FaxTel       STANDARD
```

Receiving Faxes Manually: MANUAL MODE

To use this mode, you must have the handset or a telephone connected to the LASER CLASS 2060P. In MANUAL MODE, the LASER CLASS 2060P rings every time it receives a call, whether the call is from a telephone or a fax machine.

Note

Make sure the REMOTE RX setting in the RX SETTINGS menu is enabled. See pages 15-9 and 15-11 for details.

If you use your LASER CLASS 2060P with MANUAL MODE, answer incoming calls as follows:

1. When the handset or the telephone rings, pick up the receiver.

If you hear a person's voice:

2. Start your conversation. If the caller wants to send a document after talking to you, ask them to press the start button on their fax machine. When you hear a slow beep, press **Start/Copy** to begin receiving the document, then hang up.

If you hear a slow beep or silence:

2. A fax machine is trying to send you a document.

   Press **Start/Copy** on the LASER CLASS 2060P, then hang up.

   -or-

   Enter the two-digit ID code from the telephone, then hang up.

Ex:

   ❏ The LASER CLASS 2060P then begins receiving the document. (This is particularly convenient if your telephone is located away from the LASER CLASS 2060P.)

- ❏ If you do not hang up after pressing the two-digit ID code, the unit beeps intermittently for a few seconds after you receive the document. (You can turn the beeping off by disabling the OFFHOOK ALARM in the USER SETTINGS menu. See pages 15-3 and 15-4 for details.)

If you have an answering machine connected to your LASER CLASS 2060P that can carry out remote-control operations (controlling your answering machine from a remote telephone), the security code for this function may be the same as the two-digit ID code described above. If so, make sure you change the LASER CLASS 2060P two-digit ID code to make it distinct from the answering machine's security code. See pages 15-9 and 15-11 for details on changing the code (REMOTE RX ID setting).

Receiving Faxes Automatically: FAX ONLY MODE

When the LASER CLASS 2060P is set up for a dedicated line, set FAX ONLY MODE to automatically receive documents whenever a call comes over the fax line.

- ❏ The LASER CLASS 2060P assumes all incoming calls are from fax machines sending documents. It receives the documents automatically and disconnects all voice calls.
- ❏ In FAX ONLY MODE, you can control whether or not the LASER CLASS 2060P rings when it receives a fax call. To set this option from the LASER CLASS 2060P operation panel, see pages 15-9 and 15-11 (INCOMING RING setting).

Using an Answering Machine: ANS.MACHINE MODE

Connecting an answering machine to the LASER CLASS 2060P allows you to receive faxes and phone messages while you are out of the office.

For instructions on connecting an answering machine to the LASER CLASS 2060P, see "Connecting an Extension Phone or Answering Machine" on page 2-20.

Note

Canon does not recommend using an "answering service" (like those offered by local telephone companies that provide voice mail) on the telephone line you are connecting to the LASER CLASS 2060P. If you do subscribe to an answering service, you may want to dedicate a separate line for fax communication only and connect that line to the LASER CLASS 2060P.

Using the LASER CLASS 2060P With an Answering Machine

Follow these guidelines when using the LASER CLASS 2060P with an answering machine:

- ❏ Set the answering machine to answer on the first or second ring.
- ❏ If the LASER CLASS 2060P runs out of paper or toner in ANS.MACHINE MODE, it receives all faxes into memory. The faxes then print automatically when you add paper or replace the toner cartridge.
- ❏ When recording the outgoing message on the answering machine:
  - Leave a four-second pause at the beginning of the message.
  - The entire message, including the four-second pause, must be no more than 15 seconds long.
  - In the message, tell your callers how to send a fax. For example:

    "Hello. I can't answer the phone right now, but please leave a message after the beep. I'll return your call as soon as possible. If you would like to send a fax, press the start button on your fax machine after you leave your message. Thank you."

Documents Received in Memory

The LASER CLASS 2060P will automatically receive incoming faxes into its memory if it encounters a problem that prevents it from printing normally. The LCD will display a message showing the problem. See below the error messages, their cause and the action you need to take to correct the problem.

The LASER CLASS 2060P memory can store up to approximately 340 letter-size pages.

Messages Displayed When Documents are Received in Memory

If the LASER CLASS 2060P receives a document into its memory, the LCD displays one of the following messages. These messages show the action you must take to correct the problem.

Cause: The toner cartridge ran out of toner or is not installed properly.
Action: Make sure the cartridge is installed properly, and install a new one if necessary. See "Installing/Replacing the Toner Cartridge" on page 2-34.

```
REPLACE CARTRIDGE
```

Cause: The LASER CLASS 2060P ran out of paper.
Action: Add paper to the paper cassette/the multi-purpose tray. See "Loading Recording Paper" on page 2-40.

```
SUPPLY REC. PAPER
```

Cause: A paper jam occurred.
Action: Clear the jam. See "Paper Jams" on page 13-5.

```
REC. PAPER JAM
```

Cause: Over holding up sheets in the face-down delivery slot.
Action: Take out sheets from delivery slot and clear the paper jam.

```
REC. PAPER JAM
```

Once you have corrected the problem, the LASER CLASS 2060P automatically prints the documents stored in memory.

Receiving While Registering or Copying

Since the LASER CLASS 2060P is a multitasking device, it can receive faxes and phone calls while you are entering your user information or making copies.

If you receive a fax while you are making copies, the LASER CLASS 2060P stores the incoming fax in memory. Then, as soon as you finish making copies, the LASER CLASS 2060P automatically prints the fax. If you are entering registration information, the fax is printed as soon as it is received, and does not go into memory.

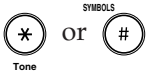
Canceling an Incoming Fax

To cancel an incoming fax, follow this procedure:

1. Press **Stop**.

```
CANCEL DURING TX/RX?
YES=(*)    NO=(#)
```

2. Press ✱ to stop receiving, or **#** to resume receiving the fax.



Press **Stop** to return to standby mode.

```
12/31/2001 MON 10:00
FaxTel        STANDARD
```

Distinctive Ring Pattern Detection (DRPD) Feature

Some phone companies offer a distinctive ring pattern (DRP) service whereby they assign two or more telephone numbers with distinctive ring patterns to a single telephone line. If your phone company offers such a service, you can have both a fax number(s) and a telephone number(s) for your LASER CLASS 2060P using only one telephone line.

Your LASER CLASS 2060P will automatically detect incoming calls. Based on the distinctive ring pattern, the LASER CLASS 2060P knows if the call is from a fax machine trying to send a document or from a telephone trying to make a voice call.

This feature is called Distinctive Ring Pattern Detection (DRPD).

Use the information in this section to set up the LASER CLASS 2060P for use with a DRP service.

For more details on the DRP service, contact your local telephone company. (Your telephone company may have a different name for this service. Also, this service may not be offered in all areas.)

Types of Ring Patterns

Your telephone company will assign a distinctive ring pattern to each number when you order the DRP service.

The setting you make with the following procedure must match the setting assigned by the telephone company.

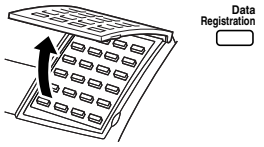
You can set the LASER CLASS 2060P to select among the following ring patterns:

- ❏ Normal ring: Ring type of normal telephone line
- ❏ Double ring: Two short rings at regular intervals
- ❏ Short-short-long: Short-short-long at regular intervals
- ❏ Short-long-short: Short-long-short at regular intervals
- ❏ Other ring type: Patterns other than those described above
- ❏ FAX/TEL AUTO SW:

Setting Up DRPD Mode

Set the DRPD options as follows:

1. Open One-Touch Speed Dial panel, and press **Data Registration**.




```
REGISTRATION
 1.DATA REGISTRATION
```

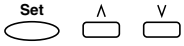
2. Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

3. Use ∧ or ∨ to select 4.RX SETTINGS.

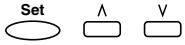
```
DATA REGISTRATION
 4.RX SETTINGS
```

4. Press **Set**, then use ∧ or ∨ to select 2.RX MODE.




```
RX SETTINGS
 2.RX MODE
```

5. Press **Set**, then use ∧ or ∨ to select DRPD.




```
RX MODE
                    DRPD
```

6. Press **Set**.

```
DRPD
 1.NORMAL RING
```

7. Use ∧ or ∨ to select a ring pattern.

```
DRPD
 1.NORMAL RING
```

```
DRPD
 2.DOUBLE RING
```

```
DRPD
 3.SHORT-SHORT-LONG
```

```
DRPD
 4.SHORT-LONG-SHORT
```

```
DRPD
 5.OTHER RING TYPE
```

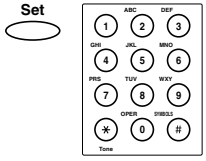
```
DRPD
 6.FAX/TEL AUTO SW
```

8. Press **Set** (For this example we chose Normal Ring).

```
NORMAL RING
 1.UNIT TELEPHONE #
```

If you select the ring pattern 1, 2, 3, 4, and 5, go to the next step.
If you select the ring pattern 6, go to step 18.

9. Press **Set** again, then use the numeric buttons to enter your telephone number.



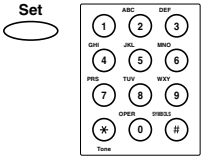
```
UNIT TELEPHONE #
TEL=          123 4456
```

- ❏ The number can be up to 20 digits long.
- ❏ Press the **Space** button to enter spaces between numbers (spaces are optional and are ignored during dialing).
- ❏ If you want to clear a mistaken entry, press the **Clear** button.

10. Press **Set**.

```
NORMAL RING
 2.UNIT NAME
```

11. Press **Set** again, then use the numeric buttons to enter the name you want to store.




```
UNIT NAME          :A
     _
```

❏ For details on entering letters, see page 3-3.

❏ You can store up to 24 characters for the name.

12. Press **Set**.

```
NORMAL RING
 3.RX MODE
```

13. Press **Set**.

14. Use ∧ or ∨ to select TEL, FAX, or FAX/TEL AUTO SW.

```
RX MODE
                    TEL
```

```
RX MODE
                    FAX
```

```
RX MODE
     FAX/TEL AUTO SW
```

15. When the setting you want to set is displayed, press **Set**. (For this example we chose FAX/TEL AUTO SW. If you select TEL or FAX and would like to make additional assignments, go to step 7. To finish registration and return to standby mode, press **Stop**.)

```
DRPD
 2.DOUBLE RING
```

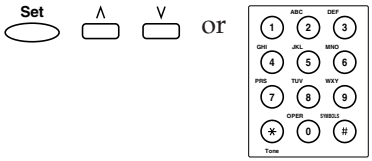
16. Use ∧ or ∨ to select 6.FAX/TEL AUTO SW.

```
DRPD
 6.FAX/TEL AUTO SW
```

17. Press **Set**.

```
FAX/TEL AUTO SW
 1.RING START TIME
```

18. Press **Set** again, then use ∧, ∨, or the numeric buttons to enter a time between 0 and 30 seconds.



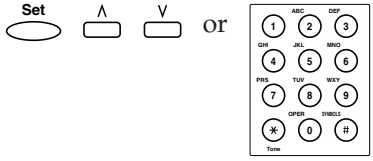

```
RING START TIME
                0SEC
```

- ❏ This setting determines how many seconds the unit waits before ringing when it receives a call.
- ❏ The factory default setting is 8 seconds.

19. Press **Set**.

```
FAX/TEL AUTO SW
 2.F/T RING TIME
```

20. Press **Set** again, then use ∧, ∨, or the numeric buttons to enter a time between 10 and 45 seconds.



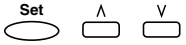

```
F/T RING TIME
               15SEC
```

- ❏ This setting determines how many seconds the unit rings while waiting for someone to pick up the handset.
- ❏ The factory default setting is 15 seconds.

21. Press **Set**.

```
FAX/TEL AUTO SW
 3.F/T SWITCH ACTION
```

22. Press **Set** again, then use ∧ or ∨ to select RECEIVE or DISCONNECT.




```
F/T SWITCH ACTION
              RECEIVE
```

```
F/T SWITCH ACTION
           DISCONNECT
```

- ❏ This setting tells the unit what to do if no one picks up the handset within the specified ring time set in step 20.
- ❏ Select RECEIVE to receive the call, and DISCONNECT to disconnect the call.

23. Press **Set**.

```
RX SETTINGS
 3.INCOMING RING
```

24. Press **Stop** to return to standby mode.

```
12/31/2001 MON 10:00
DRPD          STANDARD
```

When DRPD is selected, the communication type for each ring pattern defaults to TEL (except for the DOUBLE RING pattern which defaults to FAX/TEL AUTO SW). After you select the ring pattern that has been assigned for your fax communications, you need to make sure that the other ring patterns are not set to FAX. Otherwise, the LASER CLASS 2060P may answer as a fax for each ring pattern.

How DRPD Responds to Calls

When there is an incoming call, the LASER CLASS 2060P checks the incoming ring pattern and determines the type of pattern being received. The LASER CLASS 2060P may require up to 10 seconds to determine the pattern type, and during this time the LASER CLASS 2060P does not ring. After the pattern is detected, the LASER CLASS 2060P reacts according to how you registered the setting.

Your Setting	Incoming Call From Fax	Incoming Call From Telephone
FAX	Receives the fax document without ringing.	Answers as a fax machine.
TEL	Rings to alert you to pick up the handset. Press **Start/Copy** to receive the fax. (manual reception)	Rings to alert you to pick up the handset (or extension phone) and take the telephone call.
FAX/TEL AUTO SW	Switches to receive mode for fax transmission signals and does not ring.	Rings to alert you to pick up the handset (or extension phone) and take the telephone call.

LASER CLASS 2060P Set for Automatic Switching Between Fax and Telephone Calls

The LASER CLASS 2060P monitors all incoming calls for all the numbers with DRPD. The LASER CLASS 2060P answers the telephone for you and checks to see if the call is from another fax machine or from a person wanting to talk to you. If the call is from another fax, the LASER CLASS 2060P automatically receives the document. If the call is from a telephone, the LASER CLASS 2060P rings to alert you to pick up the phone.

No matter which number receives a call, if you hear a slow beep signifying another fax trying to send you a document, press **Start/Copy** to receive the document.

Chapter 8
Using the Memory Features

This chapter shows you how to use the memory features of the fax unit.

❑ Documents Stored in Memory 8-2
- Printing a List of Documents Stored in Memory 8-2
- Printing Documents Stored in Memory 8-3
  - Method 1 8-3
  - Method 2 8-4
- Sending Documents Stored in Memory 8-5
- Deleting a Document Stored in Memory 8-7
  - Method 1 8-7
  - Method 2 8-8

Documents Stored in Memory

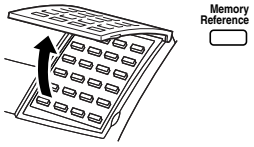
Documents stored in memory can be dealt with differently according to its type. The following functions can be used with documents stored in memory for delayed sending or with faxes received in memory.

Printing a List of Documents Stored in Memory

The LASER CLASS 2060P can print out a list of documents stored in memory, along with the transaction (TX/RX) number of each. Once you know the transaction number of a document in memory, you can delete it. This procedure is described later in this chapter.

To print a list of documents stored in memory, follow this procedure.

1. Open One-Touch Speed Dial panel, then press **Memory Reference**.




```
MEMORY REFERENCE
 1.DOC. MEMORY LIST
```

2. Press **Set**.

```
PRINTING REPORT
```

❏ The LASER CLASS 2060P begins printing a list of documents stored in memory.

12/31/2001 09:58 FAX 8334423 WORLD ESTATE,INC. 001

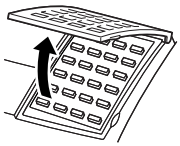
****
*** DOC. MEMORY LIST ***
****

TX/RX NO	MODE	CONNECTION TEL/ID	PGS.	SET TIME	ST. TIME
0051	DEL SQ BDCST	[01] CANON 516 328 5000	1	12/31 09:30	18:16

Printing Documents Stored in Memory

Method 1

1. Open One-Touch Speed Dial panel, then press **Memory Reference**.




```
MEMORY REFERENCE
 1.DOC. MEMORY LIST
```

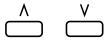
2. Use ∧ or ∨ to select 2.PRINT DOCUMENT.

```
MEMORY REFERENCE
 2.PRINT DOCUMENT
```

3. Press **Set**.

```
PRINT DOCUMENT
TX/RX NO.        0001
```

4. Use ∧ or ∨ to select the TX/RX number which you want to print.

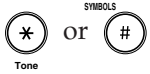



```
PRINT DOCUMENT
TX/RX NO.        0003
```

5. Press **Set**.

```
PRINT 1ST PG ONLY?
YES=(*)   NO=(#)
```

6. Press ✱ for the first page only or # for all pages.




```
TX/RX NO.        0003
PRINTING    P.001/002
```

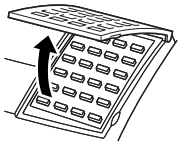
```
PRINT DOCUMENT
TX/RX NO.        0003
```

7. Press **Stop** to return to standby mode.

```
12/31/2001 MON 10:00
FaxTel       STANDARD
```

Method 2

1. Open One-Touch Speed Dial panel, then press **Delayed Transmission**.




```
DELAYED TX
 1.REGISTER
```

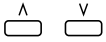
2. Use ∧ or ∨ to select 3.PRINT.

```
DELAYED TX
 3.PRINT
```

3. Press **Set**.

```
DELAYED TX
TX/RX NO.        0001
```

4. Use ∧ or ∨ to select the TX/RX number which you want to print.

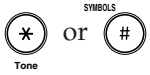



```
DELAYED TX
TX/RX NO.        0005
```

5. Press **Set**.

```
PRINT 1ST PG ONLY?
YES=(*)   NO=(#)
```

6. Press ✱ for the first page only or # for all pages.



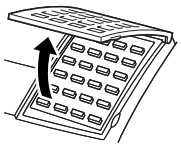

```
DELAYED TX
PRINTING   P.001/002
```

7. Press **Stop** to return to standby mode.

```
12/31/2001 MON 10:00
FaxTel       STANDARD
```

Sending Documents Stored in Memory

1. Open One-Touch Speed Dial panel, then press **Memory Reference**.




```
MEMORY REFERENCE
 1.DOC. MEMORY LIST
```

2. Use ∧ or ∨ to select 3.RESEND DOCUMENT.

```
MEMORY REFERENCE
 3.RESEND DOCUMENT
```

3. Press **Set**.

```
RESEND DOCUMENT
TX/RX NO.        0001
```

4. Use ∧ or ∨ to select the TX/RX number which you want to send.

```
RESEND DOCUMENT
TX/RX NO.        5003
```

5. Press **Set**.

```
RESEND DOCUMENT
SELECT LOCATIONS
```

```
TEL=
```

6. Enter the destination(s) using any of the following four methods.

   ❏ **One-Touch Speed Dialing:**

   Press the desired One-Touch Speed Dialing button(s).

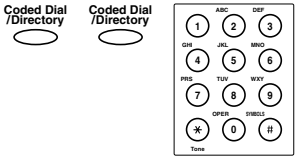
   ❏ **Coded Speed Dialing:**

   Press **Coded Dial/Directory**, then enter the two-digit code (00-99) using the numeric buttons.

   • Be sure to press **Coded Dial/Directory** before each code.

   ❏ **Directory Dialing:**

   Press **Coded Dial/Directory** twice, then enter the first letter of the name of the party you are searching for.

   ❏ **Regular Dialing:**

   Enter the number using the numeric buttons.

   • You can only enter one number with the numeric buttons.

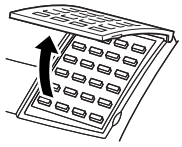
7. When you finish entering numbers, press **Set** to send document.

Deleting a Document Stored in Memory

Follow this procedure to delete a document from memory.

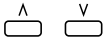
Method 1

1. Open One-Touch Speed Dial panel, then press **Memory Reference**.




```
MEMORY REFERENCE
 1.DOC. MEMORY LIST
```

2. Use ∧ or ∨ to select 4.DELETE DOCUMENT.




```
MEMORY REFERENCE
 4.DELETE DOCUMENT
```

3. Press **Set**.

```
DELETE DOCUMENT
TX/RX NO.        0001
```

4. Use ∧ or ∨ to select the TX/RX number you want to delete.

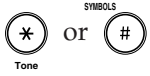
```
DELETE DOCUMENT
TX/RX NO.        0003
```

   ❏ If you are not sure of the TX/RX number you want to delete, print the list of documents stored in memory. See page 8-2 for details.

5. Press **Set**.

```
OK TO DELETE?
YES=(*)    NO=(#)
```

6. Press ✱ to delete the fax, or # to cancel deleting.



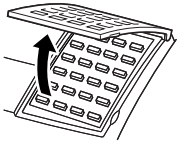
   ❏ If you press #, the unit returns to step 4.

7. Press **Stop** to return to standby mode.

```
12/31/2001 MON 10:00
FaxTel        STANDARD
```

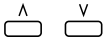
Method 2

1. Open One-Touch Speed Dial panel, then press **Delayed Transmission**.




```
DELAYED TX
 1.REGISTER
```

2. Use ∧ or ∨ to select 2.DELETE FILE.



```
DELAYED TX
 2.DELETE FILE
```

3. Press **Set**.

```
DELAYED TX
TX/RX NO.        0001
```

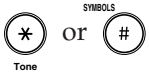
4. Use ∧ or ∨ to select the TX/RX number you want to delete.

```
DELAYED TX
TX/RX NO.        0003
```

5. Press **Set**.

```
OK TO DELETE?
YES=(*)   NO=(#)
```

6. Press ✱ to delete the fax, or # to cancel deleting.



7. Press **Stop** to return to standby mode.

```
12/31/2001 MON 10:00
FaxTel       STANDARD
```

Chapter 9
Setting Up and Using Polling

This chapter shows you how to set up and use polling sending and receiving. Polling is useful when one or both parties cannot be in the office at the same time.

❑ What's Polling? 9-2
- Before You Use Polling Receiving..... 9-2

❑ Polling to Receive Faxes..... 9-3
- Requesting Another Fax to Send a Document..... 9-3
- Canceling a Polling 9-5

❑ Setting Up Polling Sending 9-6
- Before You Can Be Polled to Send 9-6
- Setting Up a Polling Box 9-6
- Scanning a Document into the Memory for Polling Sending... 9-9
- Changing the Polling Box Setup 9-10
- Canceling a Polling Box 9-12

What's Polling?

Polling means a fax calls another fax and requests that the other fax send a document that it is holding. Unlike normal sending and receiving, in polling the receiver always calls the sender. This is called polling to receive a document. The sender sends the document in response to the polling by a telephone call from the receiver.

Your fax can be set up to function in both roles. Your fax can poll to receive a document, or it can be polled to send a document that it is holding.

Before You Use Polling Receiving

Before you try to set up polling, note the following points:

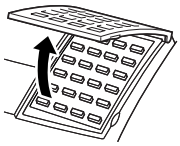
- ❏ With one operation you can poll several faxes. You can dial up to 110 telephone numbers and poll those faxes to receive documents that they are holding.
- ❏ You can poll a document at any time, but you may find it more useful to set your fax for polling other faxes at specified times throughout the day.
- ❏ You must know if the other fax is holding the document under both a subaddress and password or only a subaddress or password. You must also know the subaddress and password so you can enter them on your fax. If you do not know the subaddress or password, contact the other party.
- ❏ If the other party's documents are registered for polling without a subaddress or password, you can still perform polling receiving.
- ❏ If the other party's fax does not support ITU-T subaddress/password transactions, you can ask them to set the polling ID to 255 or 11111111 binary when the other party's fax machine is a Canon fax.

Polling to Receive Faxes

The LASER CLASS 2060P polling feature allows you to request a document to be faxed to you from another fax machine. The sender only needs to make sure the document is on his fax machine and ready to be sent: when your LASER CLASS 2060P polls that machine, the document is sent automatically. The LASER CLASS 2060P can poll any fax machine that supports polling.

Requesting Another Fax to Send a Document

1. Open One-Touch Speed Dial panel.



2. Press **Polling**.

Polling

```
POLLING
 1.POLLING TX
```

3. Use ∧ or ∨ to select 2.POLLING RX.

∧ ∨

```
POLLING
2.POLLING RX
```

4. Press **Set**.

Set

```
TEL=
```

5. Enter the destination(s) using any of the following four methods.

❑ **One-Touch Speed Dialing:**

Press the desired One-Touch Speed Dialing button(s).

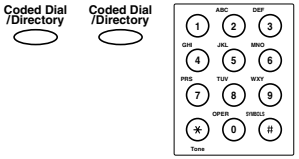
❑ **Coded Speed Dialing:**

Press **Coded Dial/Directory**, then enter the two-digit code (00-99) using the numeric buttons.

- Be sure to press **Coded Dial/Directory** before each code.

❑ **Directory Dialing:**

Press **Coded Dial/Directory** twice, then enter the first letter of the name of the party you are searching for.



❑ **Regular Dialing:**

Enter the number using the numeric buttons.

- You can only enter one number with the numeric buttons.

It is not possible to enter a subaddress or password when dialing from the numeric buttons.
If necessary, use One-Touch Speed Dialing, Coded Speed Dialing, or Directory Dialing with a registered password or subaddress.

6. When you finish entering numbers, press **Start/Copy** to receive document.

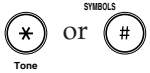
Canceling a Polling

To cancel an incoming fax, follow this procedure:

1. Press **Stop**.

```
CANCEL DURING TX/RX?
YES=(*)    NO=(#)
```

2. Press ✱ to stop receiving, or **#** to resume receiving the fax.



3. Press **Stop** to return to standby mode.

```
12/31/2001 MON 10:00
FaxTel          STANDARD
```

Setting Up Polling Sending

This section shows you how to set up your fax to store and hold a document until it is polled by another fax to send it.

Before You Can Be Polled to Send

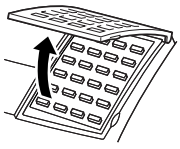
Before you set up your polling box, contact the parties who are going to poll your fax to receive documents and confirm the following points:

- ❏ If you are using an ITU-T password for the polling box, they must also know this password. This password setting is optional.
- ❏ Your TX PASSWORD must match the ITU-T password attached when the other party calls you. Confirm that the TX PASSWORD on your fax matches the ITU-T password attached when the other party calls you.
- ❏ If the other party's fax does not support ITU-T subaddress/password transactions, do not set the password.

Setting Up a Polling Box

Before you can use polling sending, you must create a polling box with the POLLING BOX of the Menu System. The polling box holds the document in the memory until the other party prompts (polls) your fax to send the document.

1. Open One-Touch Speed Dial panel.



2. Press **Data Registration**.

3. Press **Set**, then use ∧ or ∨ to select 6.POLLING BOX.

```
DATA REGISTRATION
 1.USER SETTINGS
```

```
DATA REGISTRATION
 6.POLLING BOX
```

4. Press **Set** three times.

```
POLLING BOX
 1.SETUP FILE
```

```
SETUP FILE
 1.FILE NAME
```

```
FILE NAME          :A
    _
```

5. Enter FILE NAME using the numeric buttons.

```
FILE NAME          :A
    CANON TOKYO
```

6. Press **Set**.

```
SETUP FILE
 2.PASSWORD
```

7. If you don't want to set password, press the ∧ or ∨ to display the next item and go to step 10.

   -or-

   If you want to enter a password to protect the polling box setup file, press **Set**.

```
PASSWORD
                    _
```

8. Use the numeric buttons to enter a four-digit password.

```
PASSWORD
                    1147
```

9. Press **Set**.

```
SETUP FILE
 3.TX PASSWORD
```

10. If you don't want to enter the ITU-T password, press the ∧ or ∨ to display the next item and go to step 13.

    -or-

    If you want to enter an ITU-T password press **Set**.


```
TX PASSWORD
```

    An ITU-T password is a number up to 20 digits long which can include spaces and the symbols * and #.

11. Use the numeric buttens to enter a four-digit password.

```
TX PASSWORD
            #12345676
```

12. Press **Set**.

```
SETUP FILE
 4.ERASE AFTER TX
```

13. Press **Set**.

```
ERASE AFTER TX
                ON
```

14. Use ∧ or ∨ to select ON or OFF.

ON The document in the memory box is erased after it is sent once in response to polling by another fax.

OFF The document in the memory box is not erased after it is polled. Select this setting if you expect the document will be polled by more than one fax.

15. Press **Set**.

```
POLLING BOX
 2.CHANGE DATA
```

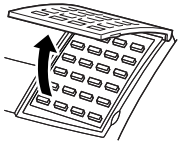
16. Press **Stop** to return to standby mode.

```
12/31/2001 MON 10:00
FaxTel       STANDARD
```

Scanning a Document into the Memory for Polling Sending

Follow this procedure to store a document in the polling box.

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).
2. Open One-Touch Speed Dial panel.



3. Press **Polling**.

```
POLLING
 1.POLLING TX
```

4. Press **Set**.

Your machine will scan the document automatically.

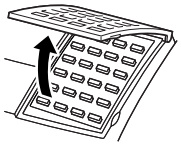
When another party polls your fax to receive a document stored in your polling box, the document is sent if the following conditions are met:

- ❏ The password setting is optional. However, if you have registered a password for the polling box, the other party's polling request must contain a matching password.
- ❏ If no password is registered for the document in the polling box and the other party's polling request contains a password, then the document is not sent.

Changing the Polling Box Setup

Follow this procedure to change the setup of a polling box.

1. Open One-Touch Speed Dial panel.



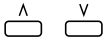
2. Press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

3. Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

4. Use ∧ or ∨ to select 6.POLLING BOX.




```
DATA REGISTRATION
 6.POLLING BOX
```

5. Press **Set**.

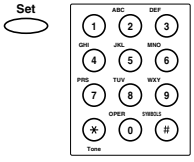
```
POLLING BOX
 1.SETUP FILE
```

6. Use ∧ or ∨ to select 2.CHANGE DATA.

```
POLLING BOX
 2.CHANGE DATA
```

If you have not set the operation password, please skip the next step.

7. Press **Set**, then enter the four-digit password using the numeric buttons.




```
CHANGE DATA
PASSWORD          _
```

8. Press **Set**.

```
CHANGE DATA
 1.FILE NAME
```

9. Use ∧ or ∨ to display the item you want to change.

10. Press **Set**, then change the setting.

Follow the same procedures you used to set up the polling box setup file.

11. Press **Stop** to return to standby mode.

```
12/31/2001 MON 10:00
FaxTel          STANDARD
```

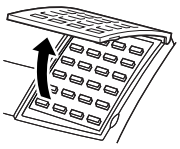
Canceling a Polling Box

Follow this procedure to cancel a polling box.

Note

You cannot cancel a polling box when the polling box is holding a document for polling sending.

1. Open One-Touch Speed Dial panel.



2. Press **Data Registration**.

Data Registration

```
REGISTRATION
 1.DATA REGISTRATION
```

3. Press **Set**.

Set

```
DATA REGISTRATION
 1.USER SETTINGS
```

4. Use ∧ or ∨ to select 6.POLLING BOX.

∧ ∨

```
DATA REGISTRATION
 6.POLLING BOX
```

5. Press **Set**.

Set

```
POLLING BOX
 1.SETUP FILE
```

6. Use ∧ or ∨ to select 3.DELETE FILE.

∧ ∨

```
POLLING BOX
 3.DELETE FILE
```

If you have not set the operation password, please skip the next step.

7. Press **Set**, then enter the four-digit password using the numeric buttons.

Set

```
DELETE FILE
PASSWORD          _
```

8. Press **Set**.

```
DATA REGISTRATION
 7.SYSTEM SETTINGS
```

9. Press **Stop** to return to standby mode.

```
12/31/2001 MON 10:00
FaxTel          STANDARD
```

Chapter 10
Special Features

This chapter describes the special features of the LASER CLASS 2060P.

❑ Special Dialing..... 10-2
- Dialing Through a Switchboard..... 10-2
- Long Distance Dialing..... 10-2
  How to Enter Pauses..... 10-2
- Using Tone Dialing On a Pulse Line 10-4

Special Dialing

This section explains special dialing features, such as dialing through a switchboard and dialing international numbers.

Dialing Through a Switchboard

A PBX (Private Branch Exchange) is an on-site telephone switchboard. If your LASER CLASS 2060P is connected through a PBX or other telephone switching system, you have to dial the outside line access number first, and then dial the number of the party you are calling.

Long Distance Dialing

When you register a long distance number, you may have to insert a pause either within or after the number. For long distance dialing, the location and length of the pause may differ depending on the telephone system.

How to Enter Pauses

Use this procedure to enter pauses within or at the end of numbers.

1. During dialing registration, when you come to a step that asks you to enter a number for dialing, use the numeric buttons to enter the number.

2. To enter a pause within a number, press **Pause**.

- ❏ To enter a pause at the end of a number, press the **Pause** button and then press the **Set** button.
- ❏ A pause entered within a number (p) is two seconds long.

- ❏ If necessary, you can adjust the length of a pause within a number. See pages 15-7 and 15-8 (MID PAUSE SET setting) for more details.
- ❏ To make a longer pause within a number, press the **Pause** button again. Each pause adds two seconds to the length of the pause.
- ❏ A pause at the end of a number (P) is fixed to ten seconds.

Using Tone Dialing On a Pulse Line

Even if you have a pulse line, the LASER CLASS 2060P enables you to use tone dialing once you have connected to the number you are calling. This lets you take advantage of many services that require tones, such as selecting options from telephone "touch-line" services.

1. Pick up the handset and dial the number using the numeric buttons.

   ❏ The unit connects using the pulses required by your phone line.

2. Press **Tone** to switch to tone dialing.

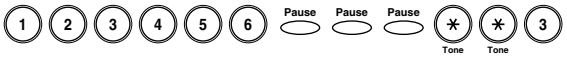
   ❏ When the **Tone** button is pressed, T is displayed in the LCD.

   ❏ Numbers entered after pressing the **Tone** button will be dialed using tone dialing.

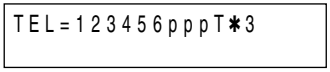
3. When you have finished, hang up the handset.

When registering One-Touch Speed Dialing and Coded Speed Dialing numbers, if you enter the **Tone** button after the number, you will switch to tone dialing after the phone connection is made.

Example: Operation



Display



After the number (123456) is dialed, it will pause for 6 seconds (ppp) to allow the other party to answer and then it will switch to tone (T). Now you can follow the instructions that were recorded by the party you called.

Chapter 11
Making Copies

This chapter describes how to make copies with your LASER CLASS 2060P.

❑ Making Copies 11-2

Making Copies

One of the LASER CLASS 2060P's convenient features is its ability to make up to 99 high-quality copies of a document. To make copies, do the following:

Be sure to adjust the document feed lever before loading your document. See page 6-6 for details.

1. Prepare the document and load it, face down, into the Automatic Document Feeder (ADF).

   ❏ Once the document is loaded, the LCD display shows the following:

   Currently used memory:

MEMORY IN USE 0%

   Standby to scan:

DOCUMENT READY

2. Press **Start/Copy**.

   ❏ The display now shows COPY, the reduction size the copy will be printed at (the default is 100%), the number of copies (the default is 1), and the selected paper supply (the default is cassette).

   ❏ If you press **Resolution**, you can select TEXT or PHOTO.

   ❏ Use PHOTO resolution when copying documents that contain photographs. This scans areas of the document that contain photos with 64 levels of gray, and results in a much better reproduction of the photograph.

   ❏ Use TEXT resolution when copying documents that contain texts.

3. If you want to reduce the size of the copies, use < or > to select the reduction percentage you want.

```
COPY          100%  01
CASSETTE            LTR
```

❏ You can select 70%, 80%, 90%, or 100%.

4. If you want to make multiple copies, use the numeric buttons to enter the number of copies.

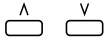
```
COPY          100%  01
CASSETTE            LTR
```

❏ You can make up to 99 copies.

Note

The LASER CLASS 2060P copies at 600 × 600 dpi for single copies, and at 300 × 600 dpi for multiple copies. For high resolution copying, make one copy at a time.

5. Use ∧ or ∨ to select the paper supply.



```
COPY          100%  01
CASSETTE            LTR
```

```
COPY          100%  01
MP TRAY             LTR
```

Note

❏ You can select the paper cassette or the multi-purpose tray when paper is remaining in both.

❏ If the paper runs out while printing from the paper cassette or from the multi-purpose tray the message SUPPLY REC. PAPER appears in the LCD display. You need to add paper and repeat the procedure from step 1.

6. Press **Start/Copy** to begin copying.

- ❏ To stop copying, press the **Stop** button. You may then need to lift the operation panel to remove the document. See "Jams in the Automatic Document Feeder (ADF)?" on page 13-5.

If MEMORY FULL appears in the display while you are making multiple copies of a document, you will not be able to use the multiple copy feature for copying the document. Instead, make single copies of the document (as many times as required). To correct this situation, delete, print, or send any documents stored in memory. See "Documents Stored in Memory" on page 8-2.

Chapter 12
Reports and Lists

This chapter describes how to print reports and lists. These include activity reports (transmission and reception reports), lists of registered numbers, list of user's data registered in the LASER CLASS 2060P and the memory clear report.

- ❑ Activity Report 12-2
- ❑ Transmission (TX) Reports 12-4
  - Error TX Report 12-4
  - TX Report 12-5
  - Multi TX/RX Report 12-6
- ❑ Reception (RX) Report 12-7
- ❑ Memory Clear Report 12-8
- ❑ Speed Dialing Lists 12-9
  - One-Touch Speed Dial List 12-10
  - Coded Speed Dial List 12-12
  - Group Dial List 12-13
- ❑ User's Data List 12-14
- ❑ Doc Memory List 12-15

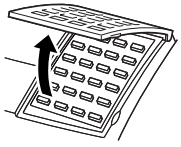
Activity Report

The Activity Report is printed out automatically by the LASER CLASS 2060P after every 20 sending and receiving transactions. This report lists the details of the faxes you have sent or received so that you can keep track of the transaction operations your LASER CLASS 2060P has performed.

- ❏ LASER CLASS 2060P prints sending and receiving transactions together in the same report.
- ❏ When sending a document to many locations (Broadcast), the transaction number will be the same for each transmission in the group.

You can also print the Activity Report manually if you want to check the report before the 20 transactions are completed. Follow this procedure to print the Activity Report.

1. Open One-Touch Speed Dial panel.



2. Press **Report**.

Report

```
REPORT
 1.ACTIVITY REPORT
```

3. Press **Set**.

```
PRINTING REPORT
```

12/31/2001 09:58 FAX 8334423 WORLD ESTATE,INC. 001

****
*** ACTIVITY REPORT ***
****

ST. TIME	CONNECTION TEL	CONNECTION ID	NO.	MODE	PGS.	RESULT
✻12/31 08:28	732 2233	ADAM BOOK.CPA	0007	TRANSMIT ECM	1	OK 00'06
✻12/31 08:49	1 213 978 3314	BELZER.INC.	5005	AUTO RX ECM	1	NG 00'20 1 STOP
✻12/31 09:08	1 213 978 3314	R.LOUIS	0008	TRANSMIT	2	NG 00'00 0 #995
12/31 09:34	732 2233 3333	ADAM BOOK.CPA	0009	TRANSMIT	1	OK 00'18

IF MARKED WITH AN ✻ IT ALREADY HAS BEEN PRINTED OUT.

TRANSACTION NUMBER

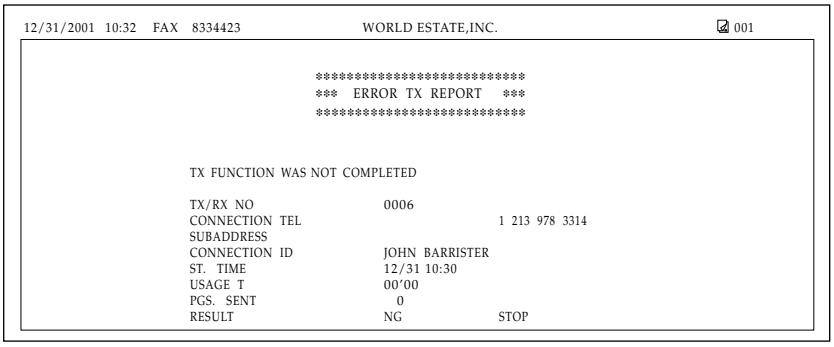
ERROR CODE: SEE ERROR CODES, MESSAGES, AND SOLUTIONS, PAGE 13–40.

Transmission (TX) Reports

The LASER CLASS 2060P normally prints a report only when an error occurs during sending (TX Error Report). However, you can set the LASER CLASS 2060P to print a report every time you send a document (TX Report).

If you send a document using memory, you can also select whether the first page of the document is printed with the report. See pages 15-5 and 15-6 for details on setting these options.

Error TX Report



12/31/2001 10:32 FAX 8334423 WORLD ESTATE,INC. 001

****
*** ERROR TX REPORT ***
****

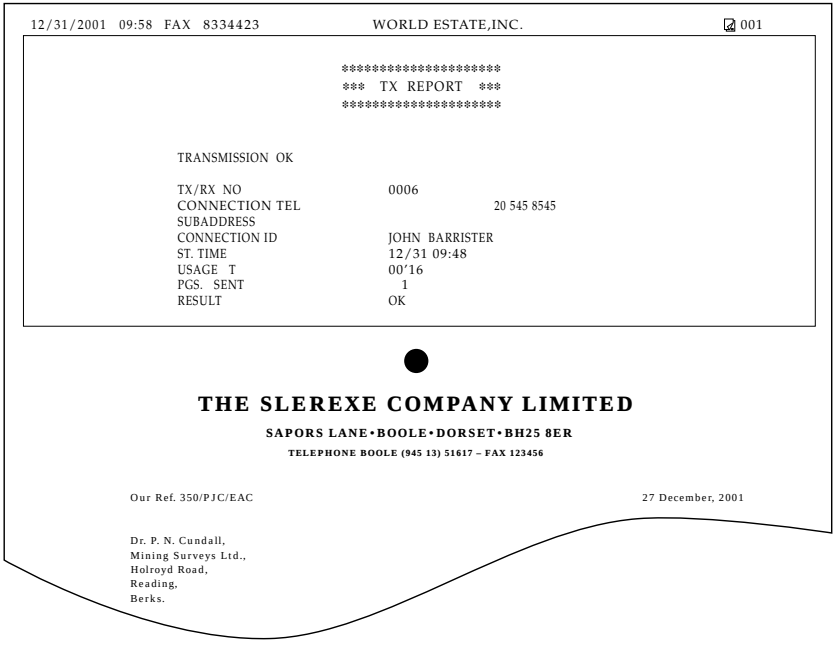
TX FUNCTION WAS NOT COMPLETED

TX/RX NO	0006	
CONNECTION TEL		1 213 978 3314
SUBADDRESS		
CONNECTION ID	JOHN BARRISTER	
ST. TIME	12/31 10:30	
USAGE T	00'00	
PGS. SENT	0	
RESULT	NG	STOP

❑ See the next page for an explanation of the report.

TX Report

WHEN YOU SET THE FAX TO PRINT THE FIRST PAGE OF THE DOCUMENT



12/31/2001 09:58 FAX 8334423 WORLD ESTATE,INC. 001

****
*** TX REPORT ***
****

TRANSMISSION OK

TX/RX NO	0006
CONNECTION TEL	20 545 8545
SUBADDRESS	
CONNECTION ID	JOHN BARRISTER
ST. TIME	12/31 09:48
USAGE T	00'16
PGS. SENT	1
RESULT	OK

THE SLEREXE COMPANY LIMITED

SAPORS LANE • BOOLE • DORSET • BH25 8ER

TELEPHONE BOOLE (945 13) 51617 – FAX 123456

Our Ref. 350/PJC/EAC 27 December, 2001

Dr. P. N. Cundall,
Mining Surveys Ltd.,
Holroyd Road,
Reading,
Berks.

ST. TIME — Represents the time the last attempt was made to transmit a document.

USAGE T — Represents the amount of time it took during the last attempt to transmit. Please note that the usage time does not reflect the total usage time used to transmit all pages of the document when "retry" occurs. By printing an ACTIVITY REPORT and matching the transaction number of the TX REPORT with a transaction number in the ACTIVITY REPORT you can find out exactly how many attempts were made to send the document, how many pages were sent in each attempt as well as the usage time for each attempt.

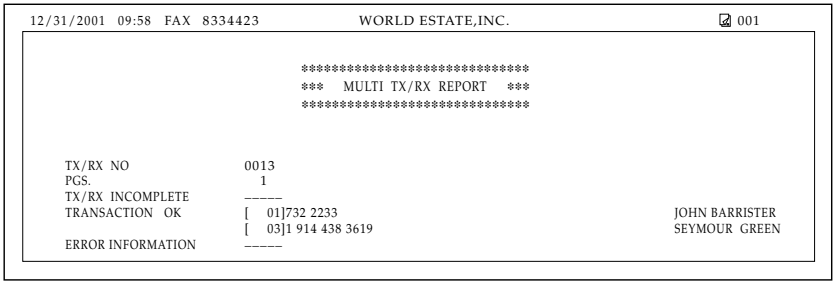
PGS. SENT When OK appears under RESULT (see below), PGS.SENT represents the number of pages that were successfully transmitted when an error did not occur in the first attempt or in consequent retries.
When NG appears under RESULT (see below), PGS.SENT indicates the last page number on which an error occurred. Pages after this page were not sent.

RESULT OK means that all pages were transmitted either during the first attempt or after the first or second retry. (The default, which is two retries, can be changed. See pages 15-7 and 15-8 for more details.)

NG means that either some or no pages were transmitted after two retries. (The default, which is two retries, can be changed. See pages 15-7 and 15-8 for more details.)

Multi TX/RX Report

If you used sequential broadcasting to send a document, the Multi TX/RX Report is printed.


12/31/2001 09:58 FAX 8334423 WORLD ESTATE,INC. 001

****
*** MULTI TX/RX REPORT ***
****

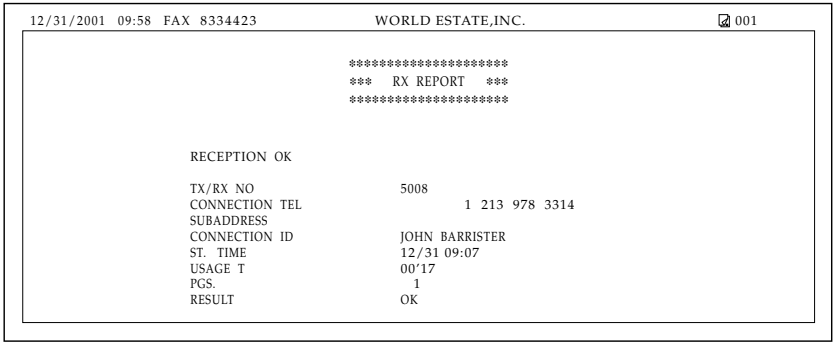
TX/RX NO 0013
PGS. 1
TX/RX INCOMPLETE -----
TRANSACTION OK [01]732 2233 JOHN BARRISTER
[03]1 914 438 3619 SEYMOUR GREEN
ERROR INFORMATION -----

❑ If you set your unit to print activity reports (TX Report or RX Report) and then use sequential broadcastings or polling reception with multiple parties, multi-activity report will be printed instead of the activity report (Sending or Receiving). See TX REPORT and RX REPORT in REPORT SETTINGS, on pages 15-5 and 15-6.

Reception (RX) Report

Normally the LASER CLASS 2060P does not print a reception report (RX Report) unless you set it to do so.

You can set the LASER CLASS 2060P to print the RX Report every time you receive a document or only if an error occurs during receiving. See pages 15-5 and 15-6 for details on setting this option.



12/31/2001 09:58 FAX 8334423 WORLD ESTATE,INC. 001

****
*** RX REPORT ***
****

RECEPTION OK

TX/RX NO	5008
CONNECTION TEL	1 213 978 3314
SUBADDRESS	
CONNECTION ID	JOHN BARRISTER
ST. TIME	12/31 09:07
USAGE T	00'17
PGS.	1
RESULT	OK

Memory Clear Report

If you experience a power failure, all documents stored in memory can be saved for up to approximately 1 hour. If power is not restored to the fax within 1 hour, the documents in memory will be lost. If this time limit has elapsed by the time power is restored to the fax, as soon as power is restored a list of documents deleted from the memory as a result of the power failure is printed automatically.

12/31/2001 10:32 FAX 8334423 WORLD ESTATE,INC. 001

****
*** MEMORY CLEAR REPORT ***
****

MEMORY FILES DELETED

TX/RX NO	MODE	CONNECTION TEL/ID	PGS.	SET TIME	ST. TIME
0001	DELAYED TX	[01] ADAM BOOKS.CPA	1	12/31 10:07	23:30
0002	TRANSMIT	[02] JOHN BARRISTER	3	12/31 10:26	

Note

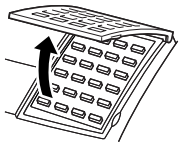
If there are one or more documents in the image memory when the power is cut off, the LCD will display PRINTING REPORT when the power is restored. If there is no paper in the paper cassette/the multi-purpose tray at this time, the LCD will also display SUPPLY REC. PAPER. If this happens, load paper in the paper cassette/the multi-purpose tray and wait for the unit to print the Memory Clear Report. You will be unable to send documents or receive faxes in memory until you do this. If you have no paper available and you urgently need to send a document or receive a fax in memory, press the **Stop** button to enable sending and receiving. However, please note that once you have pressed the **Stop** button, the unit will no longer print the Memory Clear Report.

Speed Dialing Lists

Your LASER CLASS 2060P can print speed dialing lists. These lists allow you to review the numbers and names registered under One-Touch Speed Dialing buttons and Coded Speed Dialing codes (including Group Dialing numbers).

Follow this procedure to print the lists.

1. Open One-Touch Speed Dial panel.



2. Press **Report**.

Report

```
REPORT
 1.ACTIVITY REPORT
```

3. Use ∧ or ∨ to select 2.SPEED DIAL LIST.

∧ ∨

```
REPORT
 2.SPEED DIAL LIST
```

4. Press **Set**.

Set

```
SPEED DIAL LIST
 1.1-TOUCH LIST
```

5. Use ∧ or ∨ to select the list you want to print and press **Set**.

∧ ∨ Set

❑ For lists other than Group Dialing continue on to step 6.

6. Use ∧ or ∨ to select YES or NO.

∧ ∨

```
SORTED OUTPUT
 1.NO
```

```
SORTED OUTPUT
 2.YES
```

- ❏ NO The One-Touch or Coded Speed Dial list is printed in order of the Speed Dial numeric list, from the lowest number to the highest number.
- ❏ YES The CONNECTION ID (name) column is sorted and the One-Touch or Coded Speed Dial list is printed in alphabetical order.

7. Press **Set**.

Set

```
PRINTING REPORT
```

One-Touch Speed Dial List

NOT SORTED

12/31/2001 10:32 FAX 8334423 WORLD ESTATE,INC. ☑ 001

****
*** 1-TOUCH SPD DIAL LIST 1 ***
****

NO.	CONNECTION TEL	CONNECTION ID	TX TYPE
[01]	1 914 438 3619	SEYMOUR GREEN	REGULAR TX
[02]	722 2655	ROBERT STUART	REGULAR TX
[03]	1 516 911 4411	NATALIE SMITH	REGULAR TX
[06]	761 1298	JOHN BARRISTER	REGULAR TX
[08]	732 2233	ADAM BOOKS.CPA	REGULAR TX

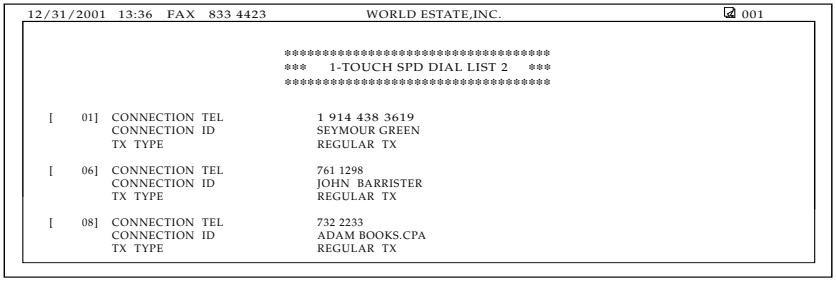
SORTED

12/31/2001 10:32 FAX 8334423 WORLD ESTATE,INC. ☑ 001

****
*** 1-TOUCH SPD DIAL LIST 1 ***
****

NO.	CONNECTION TEL	CONNECTION ID	TX TYPE
[08]	732 2233	ADAM BOOKS.CPA	REGULAR TX
[06]	761 1298	JOHN BARRISTER	REGULAR TX
[03]	1 516 911 4411	NATALIE SMITH	REGULAR TX
[02]	722 2655	ROBERT STUART	REGULAR TX
[01]	1 914 438 3619	SEYMOUR GREEN	REGULAR TX

NOT SORTED

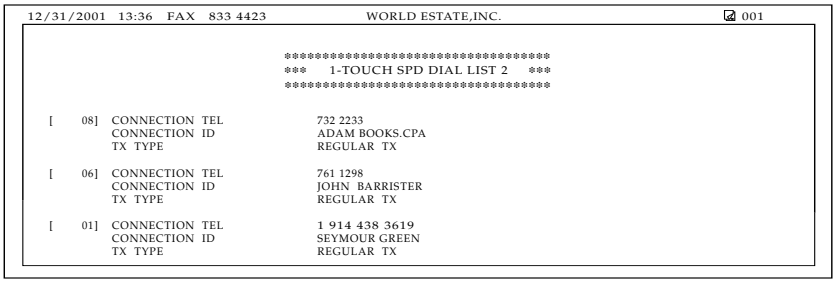


12/31/2001 13:36 FAX 833 4423 WORLD ESTATE,INC. 001

****
*** 1-TOUCH SPD DIAL LIST 2 ***
****

[01]	CONNECTION TEL	1 914 438 3619
	CONNECTION ID	SEYMOUR GREEN
	TX TYPE	REGULAR TX
[06]	CONNECTION TEL	761 1298
	CONNECTION ID	JOHN BARRISTER
	TX TYPE	REGULAR TX
[08]	CONNECTION TEL	732 2233
	CONNECTION ID	ADAM BOOKS.CPA
	TX TYPE	REGULAR TX

SORTED



12/31/2001 13:36 FAX 833 4423 WORLD ESTATE,INC. 001

****
*** 1-TOUCH SPD DIAL LIST 2 ***
****

[08]	CONNECTION TEL	732 2233
	CONNECTION ID	ADAM BOOKS.CPA
	TX TYPE	REGULAR TX
[06]	CONNECTION TEL	761 1298
	CONNECTION ID	JOHN BARRISTER
	TX TYPE	REGULAR TX
[01]	CONNECTION TEL	1 914 438 3619
	CONNECTION ID	SEYMOUR GREEN
	TX TYPE	REGULAR TX

Coded Speed Dial List

NOT SORTED

12/31/2001 10:32 FAX 8334423 WORLD ESTATE,INC. 001

****
*** CODED SPEED DIAL LIST 1 ***
****

NO.	CONNECTION TEL	CONNECTION ID	TX TYPE
[* 01]	555 1234	BILL	REGULAR TX
[* 02]	1 914 438 3619	SEYMOUR GREEN	REGULAR TX
[* 03]	1 516 911 4411	NATALIE SMITH	REGULAR TX
[* 04]	1 617222322	HUNT INVESTMENTS	REGULAR TX
[* 08]	732 2233	ADAM BOOKS.CPA	REGULAR TX

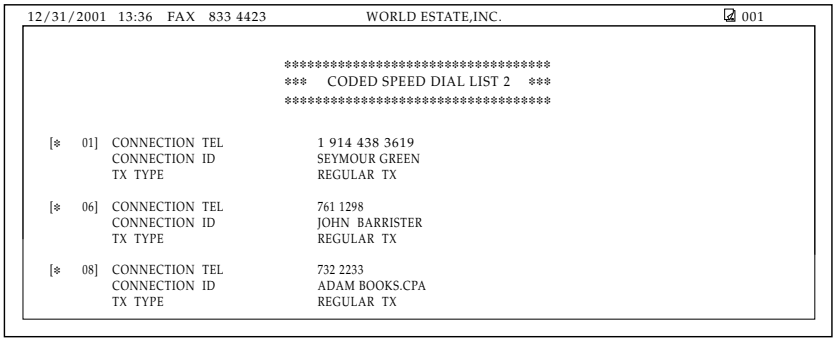
SORTED

12/31/2001 10:32 FAX 8334423 WORLD ESTATE,INC. 001

****
*** CODED SPEED DIAL LIST 1 ***
****

NO.	CONNECTION TEL	CONNECTION ID	TX TYPE
[* 08]	732 2233	ADAM BOOKS.CPA	REGULAR TX
[* 01]	555 1234	BILL	REGULAR TX
[* 04]	1 617222322	HUNT INVESTMENTS	REGULAR TX
[* 03]	1 516 911 4411	NATALIE SMITH	REGULAR TX
[* 02]	1 914 438 3619	SEYMOUR GREEN	REGULAR TX

NOT SORTED


12/31/2001 13:36 FAX 833 4423 WORLD ESTATE,INC. 001

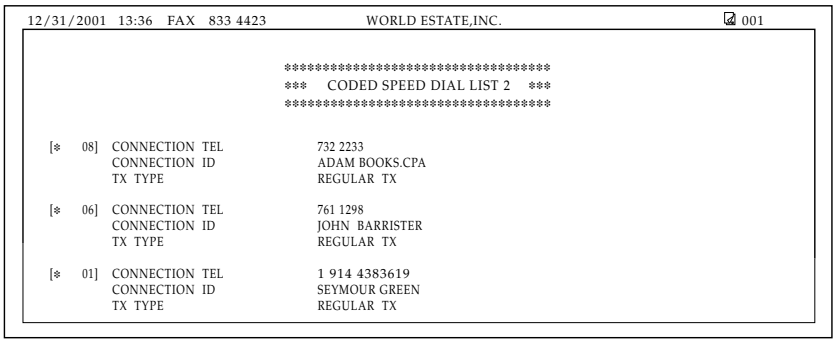
****
*** CODED SPEED DIAL LIST 2 ***
****

[* 01] CONNECTION TEL 1 914 438 3619
CONNECTION ID SEYMOUR GREEN
TX TYPE REGULAR TX

[* 06] CONNECTION TEL 761 1298
CONNECTION ID JOHN BARRISTER
TX TYPE REGULAR TX

[* 08] CONNECTION TEL 732 2233
CONNECTION ID ADAM BOOKS.CPA
TX TYPE REGULAR TX

SORTED


12/31/2001 13:36 FAX 833 4423 WORLD ESTATE,INC. 001

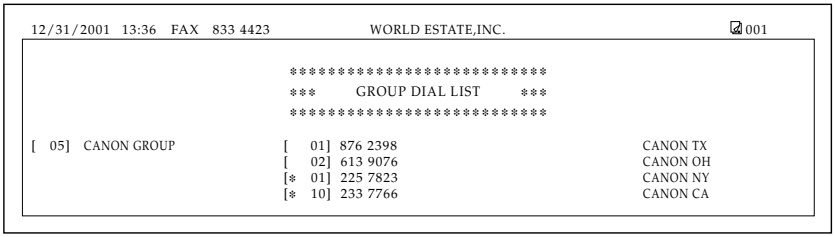
****
*** CODED SPEED DIAL LIST 2 ***
****

[* 08] CONNECTION TEL 732 2233
CONNECTION ID ADAM BOOKS.CPA
TX TYPE REGULAR TX

[* 06] CONNECTION TEL 761 1298
CONNECTION ID JOHN BARRISTER
TX TYPE REGULAR TX

[* 01] CONNECTION TEL 1 914 4383619
CONNECTION ID SEYMOUR GREEN
TX TYPE REGULAR TX

Group Dial List


12/31/2001 13:36 FAX 833 4423 WORLD ESTATE,INC. 001

****
*** GROUP DIAL LIST ***
****

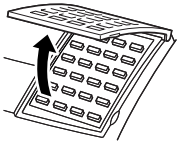
[05] CANON GROUP
[01] 876 2398 CANON TX
[02] 613 9076 CANON OH
[* 01] 225 7823 CANON NY
[* 10] 233 7766 CANON CA

User's Data List

You can print a list of the data registered in your LASER CLASS 2060P. This list is useful when you want to review the user data information you may have entered (such as your name and number, the date and time) and all other settings currently selected.

Follow this procedure to print the User's Data List.

1. Open One-Touch Speed Dial panel.



2. Press **Report**.

Report

```
REPORT
 1.ACTIVITY REPORT
```

3. Use ∧ or ∨ to select 3.USER DATA LIST.

∧ ∨

```
REPORT
 3.USER DATA LIST
```

4. Press **Set**.

Set

```
PRINTING REPORT
```

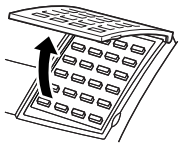
12/31/2001 13:36 FAX 8334423 WORLD ESTATE,INC. 001

****
*** USER'S DATA LIST ***
****

1.USER SETTINGS	
UNIT TELEPHONE #	8334423
UNIT NAME	WORLD ESTATE,INC.
TX TERMINAL ID	
TTI POSITION	OUTSIDE IMAGE
TELEPHONE # MARK	FAX
[illegible]NNING CONTRAST	STANDARD
ERASE AFTER	
7.SYSTEM SETTINGS	
RX RESTRICTION	OFF
DATE SETUP	MM/DD/YYYY
DISPLAY LANGUAGE	ENGLISH
TX START SPEED	33600bps
RX START SPEED	33600bps
TOTAL FAX MEMORY	5.440MByte

Doc Memory List

1. Open One-Touch Speed Dial panel.



2. Press **Report**.

Report

```
REPORT
 1.ACTIVITY REPORT
```

3. Use ∧ or ∨ to select 4.DOC. MEMORY LIST.

∧ ∨

```
REPORT
 4.DOC. MEMORY LIST
```

4. Press **Set**.

Set

```
PRINTING REPORT
```

12/31/2001 09:58 FAX 8334423 WORLD ESTATE,INC. 001

****
*** DOC. MEMORY LIST ***
****

TX/RX NO	MODE	CONNECTION TEL/ID	PGS.	SET TIME	ST. TIME
0051	DEL SQ BDCST	[01] CANON 516 328 5000	1	12/31 09:30	18:16

Chapter 13
Frequently Asked Questions

If your LASER CLASS 2060P is not operating properly, use the information and suggestions in this chapter to try to solve the problem.

- ❏ If You Cannot Solve the Problem 13-2
- ❏ Problems Index 13-3
  - Paper Jams 13-5
  - Problems Feeding Paper into the LASER CLASS 2060P 13-21
  - Printing Problems 13-23
  - Print Quality Problems 13-28
  - Faxing Problems 13-29
  - Telephone Problems 13-36
  - Copying Problems 13-37
  - General Problems 13-38
- ❏ If the Power Goes Out 13-39
- ❏ Error Codes, Messages, and Solutions 13-40

If You Cannot Solve the Problem

If you have a problem with your LASER CLASS 2060P and cannot solve it using the information in this chapter, contact your local authorized Canon Facsimile Dealer.

Caution

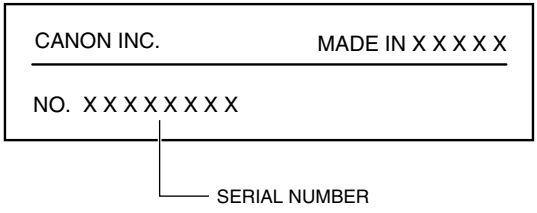
If the LASER CLASS 2060P makes strange noises, emits smoke or strange smells, unplug it immediately and contact your local authorized Canon Facsimile Dealer. Do not attempt to disassemble or repair the unit yourself.

Note

Attempting to repair the LASER CLASS 2060P yourself may void the limited warranty. See the limited warranty at the back of this user's guide for details.

Before contacting your local authorized Canon Facsimile Dealer, make sure you have the following information about your LASER CLASS 2060P:

- ❏ The unit's name: LASER CLASS 2060P
- ❏ The LASER CLASS 2060P serial number (on a label on the back of the LASER CLASS 2060P)



- ❏ Where you purchased the unit
- ❏ A detailed description of the problem
- ❏ The steps you have taken to solve the problem, and the results

Problems Index

Problem	See page
Paper Jams	13-5
Jams in the Automatic Document Feeder (ADF)?	13-5
Jams in the Output Slots?	13-7
Jams in the Paper Cassette?	13-8
Jams Inside the Unit?	13-10
Jams in the Front Area of the Unit?	13-15
Jams in the Rear Cover of the Unit?	13-18
After Clearing a Paper Jam	13-20
Problems Feeding Paper into the LASER CLASS 2060P	13-21
Paper does not feed through the multi-purpose tray?	13-21
Printing is skewed?	13-21
Several sheets feed through the multi-purpose tray at once?	13-21
The paper jams repeatedly?	13-22
Printing Problems	13-23
The Alarm lamp comes on and the LASER CLASS 2060P beeps while printing?	13-23
Nothing prints?	13-23
Printout does not match paper size?	13-24
The printout curls?	13-24
The paper jams?	13-24
Nothing prints?	13-24
Your PC indicates a device time-out.	13-26
The printed output is not what you expected?	13-26
Printout does not match paper size?	13-27
Print Quality Problems	13-28
Print is not clear?	13-28
The printout has vertical white streaks?	13-28

Problem	See page
Faxing Problems	13-29
Sending Faxes	13-29
Cannot send a fax?	13-29
Images on faxes received from the LASER CLASS 2060P are spotted or dirty?	13-30
The LASER CLASS 2060P cannot send a fax using ECM? (ECM TX does not appear in the LCD display when sending.)	13-30
Errors occur frequently while sending faxes?	13-31
Receiving Faxes	13-32
The LASER CLASS 2060P cannot receive faxes automatically?	13-32
The LASER CLASS 2060P will not switch between telephone and fax calls automatically?	13-32
The LASER CLASS 2060P will not receive faxes manually?	13-33
The print quality is poor?	13-33
The LASER CLASS 2060P cannot receive faxes using ECM? (ECM RX does not appear in the LCD display when receiving.)	13-34
Nothing prints?	13-34
Received faxes are blotched or uneven?	13-34
Errors occur frequently while receiving?	13-35
Telephone Problems	13-36
The LASER CLASS 2060P cannot dial?	13-36
The phone disconnects while you are talking on the line?	13-36
Copying Problems	13-37
The LASER CLASS 2060P will not make a copy?	13-37
MEMORY FULL appears in the LCD display when you are making multiple copies?	13-37
General Problems	13-38
The LASER CLASS 2060P has no power?	13-38
Nothing appears in the LCD display?	13-38

Paper Jams

On occasion, the document feeding into the LASER CLASS 2060P Automatic Document Feeder (ADF) or the paper in the paper cassette/ the multi-purpose tray may misfeed or jam. If this happens, you can usually fix the problem using one of the following procedures.

Note

You do not need to unplug the LASER CLASS 2060P while clearing paper jams.

Jams in the Automatic Document Feeder (ADF)?

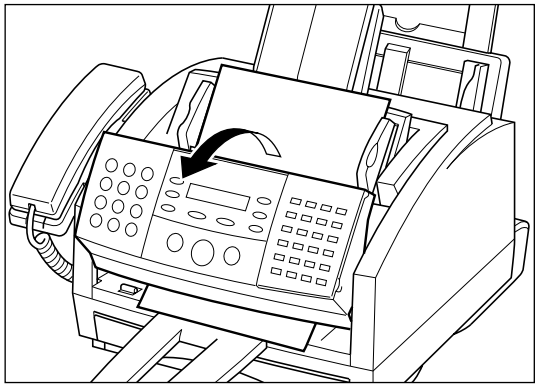
Use this procedure if the document in the LASER CLASS 2060P's Automatic Document Feeder (ADF) jams or misfeeds. (If this occurs, the message CHECK DOCUMENT appears in the display.)

1. Press **Stop**.

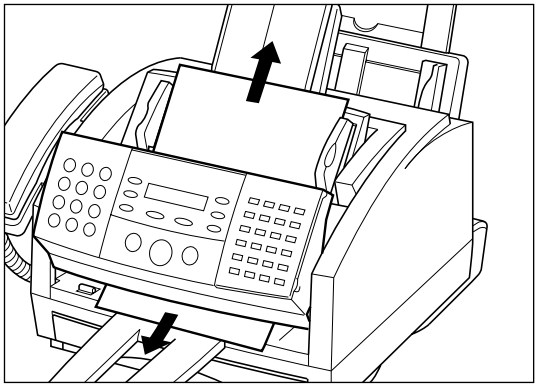
Note

Do not try to pull the document out without opening the operation panel, or you may tear or smudge the document.

2. Open the operation panel by gently pulling it toward you.



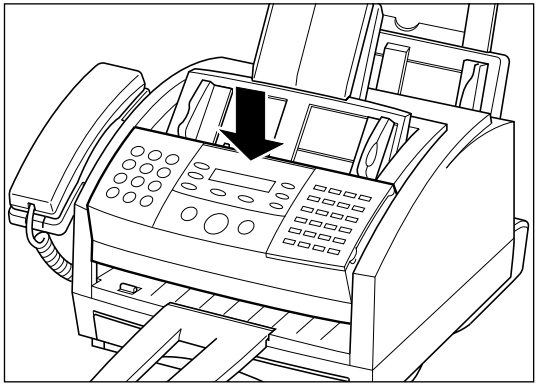
3. Remove the jammed page by pulling it in either direction.



Note

If the paper does not pull out easily, do not force it. Contact your local authorized Canon Facsimile Dealer.

4. When you are finished, close the operation panel by pressing it down from the center as shown.



Note

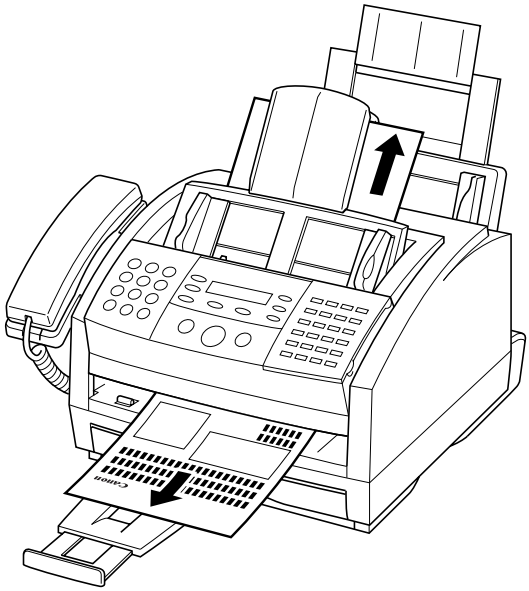
Be sure to close the operation panel until it locks into place. Otherwise the unit will not function properly.

5. If you have a multi-page document, remove the entire document from the Automatic Document Feeder (ADF), and reload it.

Jams in the Output Slots?

Use this procedure if the recording paper jams or misfeeds in the output slots. If this happens, the message REC. PAPER JAM appears in the LCD display.

1. Gently pull any jammed paper out of the unit as shown.



2. If you are using the multi-purpose tray, remove the paper stack from the multi-purpose tray and reload it, following the instructions in "Loading Recording Paper" on page 2-40.

Note

If the paper jam occurred while a fax was being received into the LASER CLASS 2060P memory, that fax will print automatically when the jam is cleared.

Jams in the Paper Cassette?

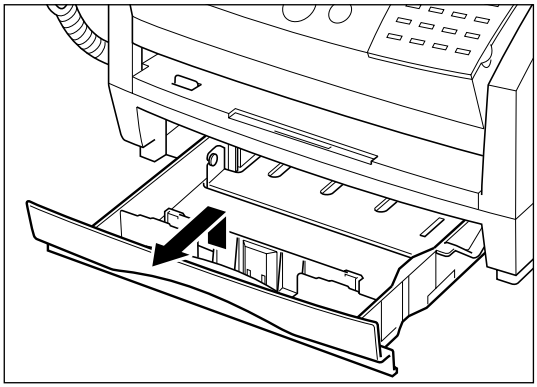
Recording Paper Jams

If the recording paper jams or misfeeds while you are printing or copying, check the following areas in the order described below.

Be sure to remove any documents or printed pages from the fax before removing the paper jam.

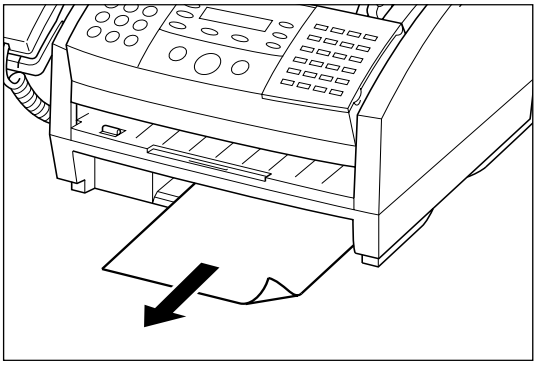
Paper Cassette Area

1. Remove the paper cassette.

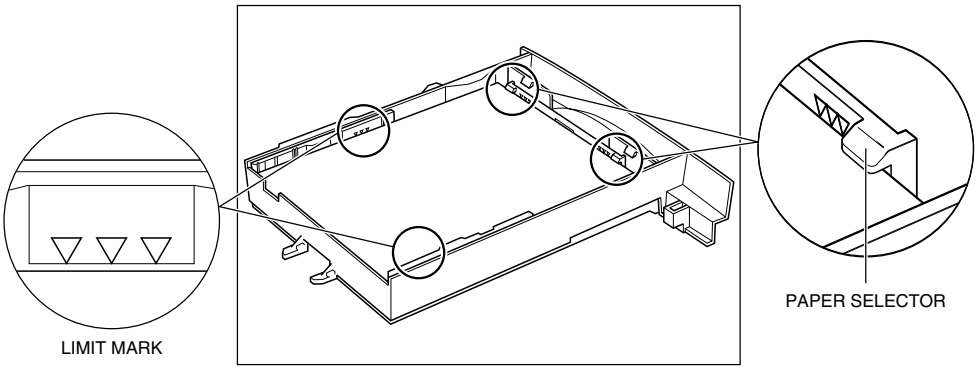


❏ Be careful not to drop the cassette as you pull it out.

2. If there is any jammed paper inside the fax, gently pull it out of the unit being careful not to tear it.



3. Remove the stack of paper from the cassette and do the following:
   a. Fan the stack of paper, and tap it on a flat surface to even out the stack.
   b. Reinsert the stack of paper into the cassette. Make sure all corners and edges are flat and even, that the stack is not higher than the limit mark (▽▽▽), and that it is under the tabs on the paper selector.



4. Replace the paper cassette.

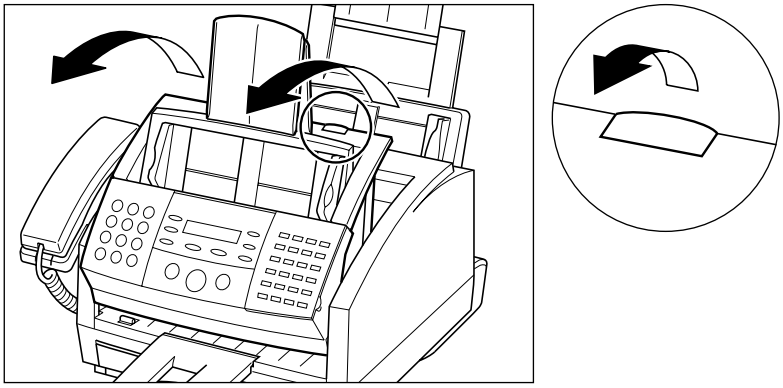
Note

- ❏ If the paper cassette sticks when you try inserting it in the fax, remove it from the fax and open the front cover. Then close it and try reinserting the paper cassette.
- ❏ If the paper jam occurred while receiving a document, the remainder of the document is received in memory. Once the paper jam is cleared, the document in memory will automatically be printed.
- ❏ If the error message remains displayed, there may be more jammed paper in other areas. Check the other areas as described on the following pages.
- ❏ If you have difficulty inserting the paper cassette after removing it completely, disconnect then connect the power cord. When the PLEASE WAIT message is no longer displayed, try inserting the paper cassette again.

Jams Inside the Unit?

1. Open the front cover by lifting the release latch on the right side of the unit.

   ❑ Lift the cover forward to its open position.

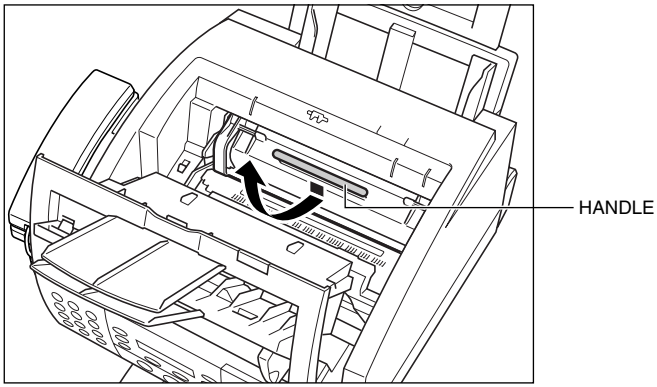


Caution

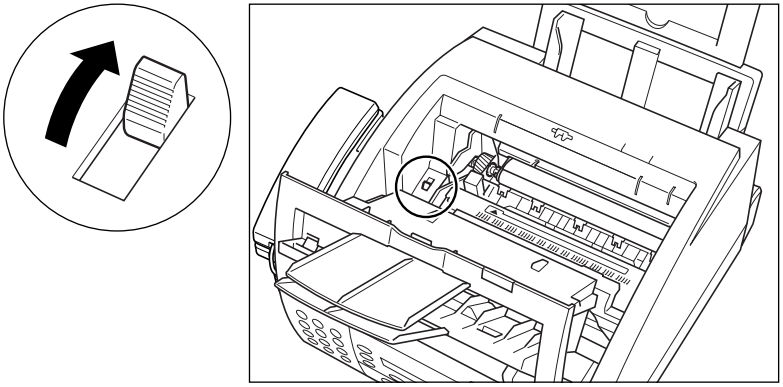
Do not open the front cover without lifting the release latch as this may cause damage to your unit.

2. Hold the cartridge by its handle and remove it from the unit.

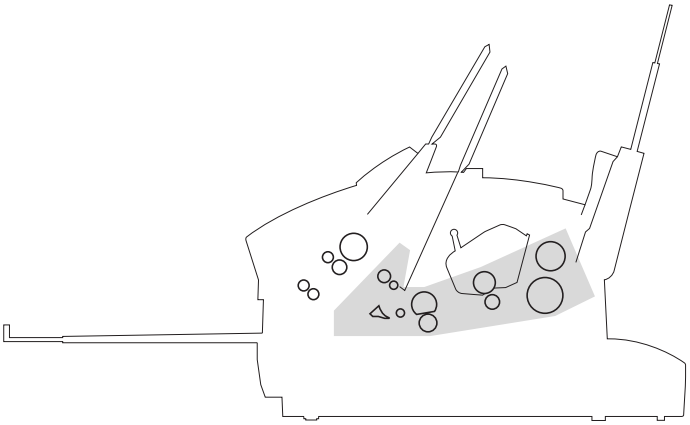
   ❏ Cover the cartridge with its original protective bag or a cloth to protect it from the light.



3. Move the paper release lever toward the back of the unit.

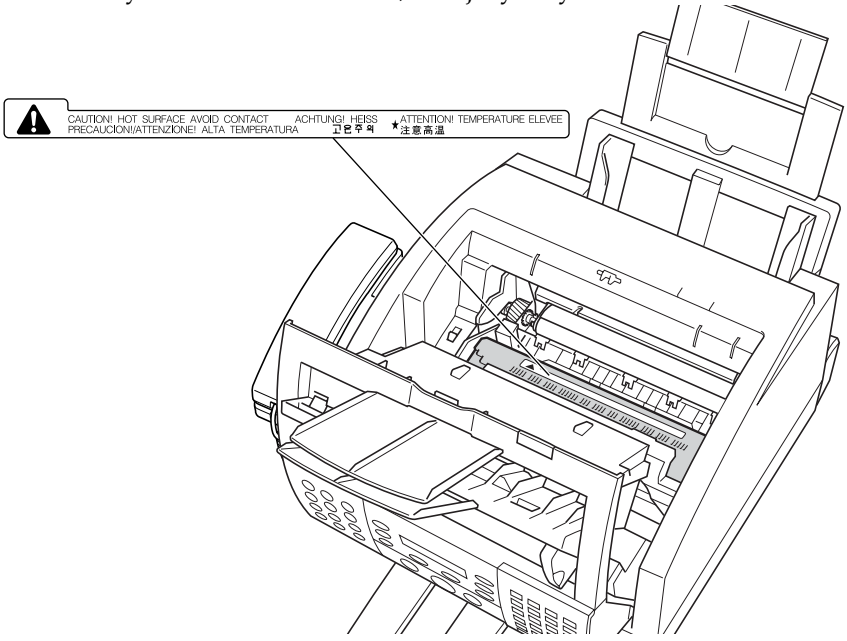


4. Locate the jammed piece of paper.
   - ❏ First check the inside of the unit and then the front area.



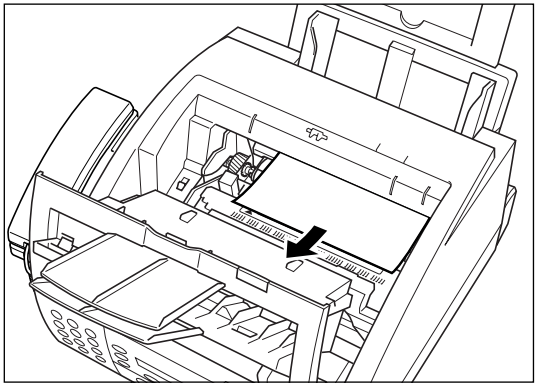
Caution

The fixing assembly (shaded) becomes extremely hot when the unit is in use. Be very careful not to touch it, as injury may result.



If the paper has jammed near the multi-purpose tray slot

Hold the unit steady and pull the jammed paper straight out from the unit.

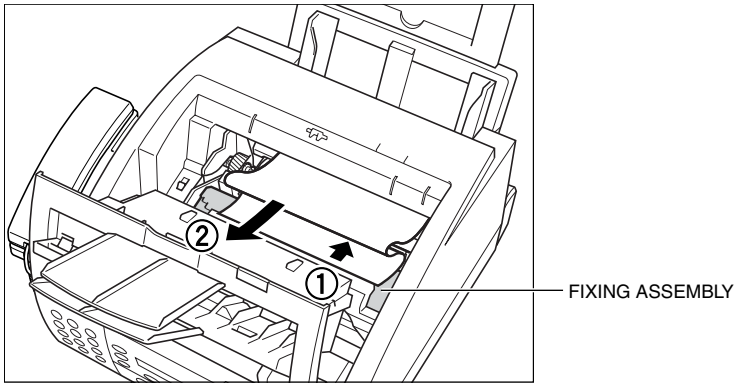


Note

- ❏ Do not tear the jammed paper. If the paper tears, remove the paper scraps from the unit.
- ❏ Be careful not to spill the toner that is on the jammed sheet of paper. The toner has not been fused to the paper yet, and toner spilled inside the unit may adversely affect the print quality.
- ❏ Be careful not to get toner on your hands or clothing. If you do, wash it off immediately with cold water.

If the top edge of the paper is in the fixing assembly

First move the jammed paper toward the unit (1); then pull it toward you to remove it (2).



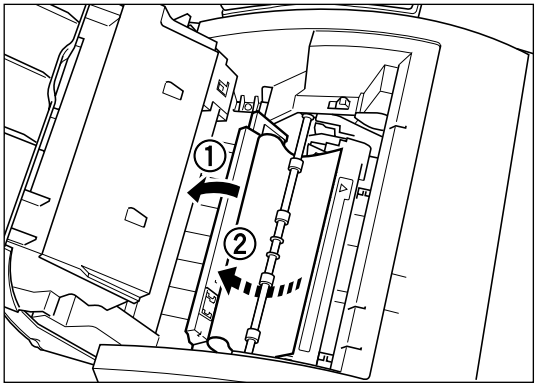
Caution

Be very careful not to touch the fixing assembly (shaded) as it becomes extremely hot during use.

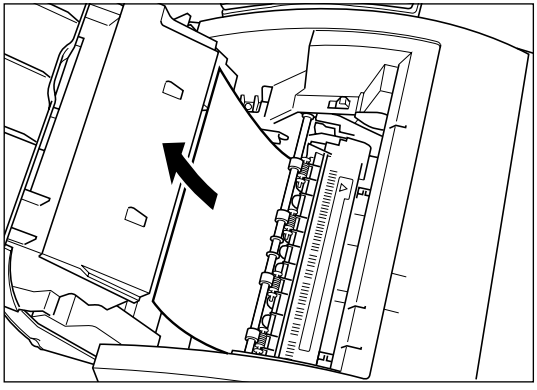
Jams in the Front Area of the Unit?

If the top edge of the paper has passed through the fixing assembly

1. Pass the paper under the roller as shown.

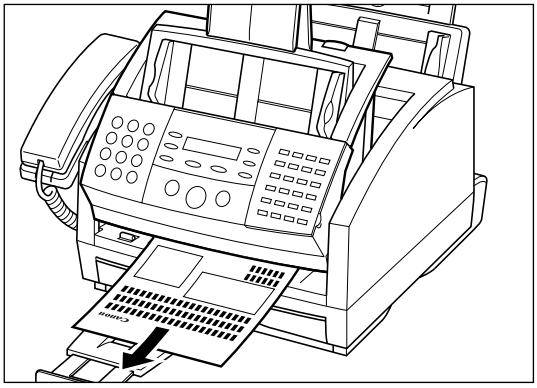


2. Use both hands to carefully pull the jammed paper.
   - ❏ Be sure to pull gently, otherwise the paper may tear and remain inside the unit.
   - ❏ Be sure to remove all the jammed paper. Not doing so will cause paper to jam again.



If the paper has jammed near the face-up delivery slot

Hold the front cover and gently pull the sheet through the exit slot.

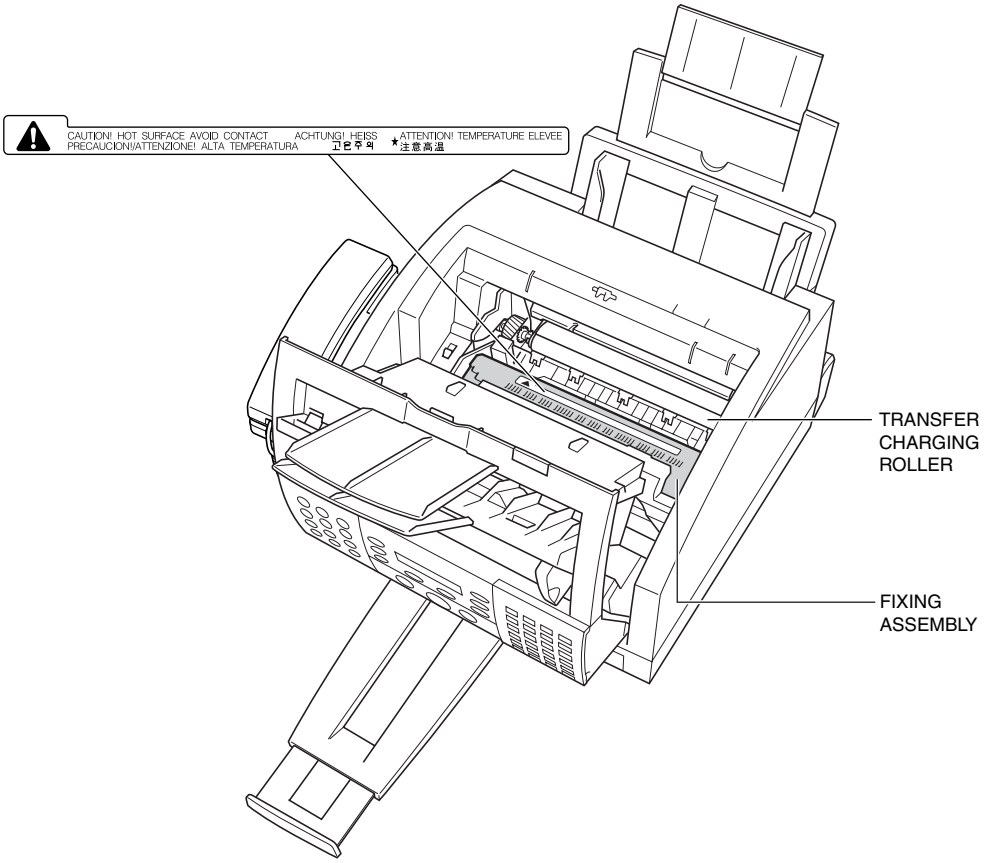


Note

Do not close the front cover while removing a jammed sheet of paper. This will return the paper release lever to its locked position.

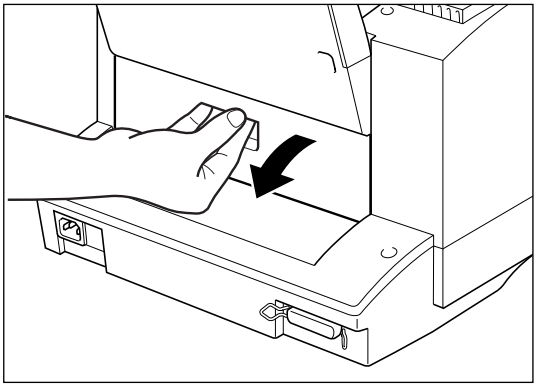
Caution

- ❏ The fixing assembly (shaded) becomes extremely hot when the unit is in use. Be very careful not to touch it, as injury may result.
- ❏ When removing the jammed paper, be careful not to touch the transfer charging roller as its surface is very delicate and susceptible to finger oil and scratches, which may lead to print quality deterioration.



Jams in the Rear Cover of the Unit?

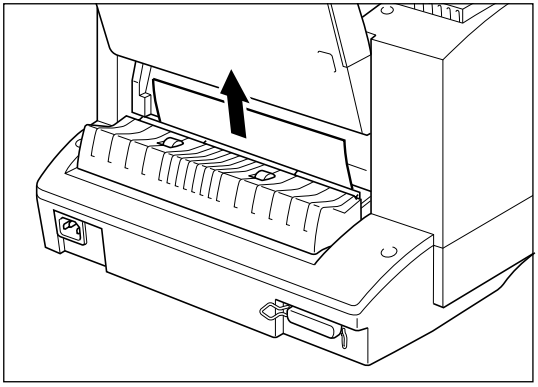
1. Open the rear cover.



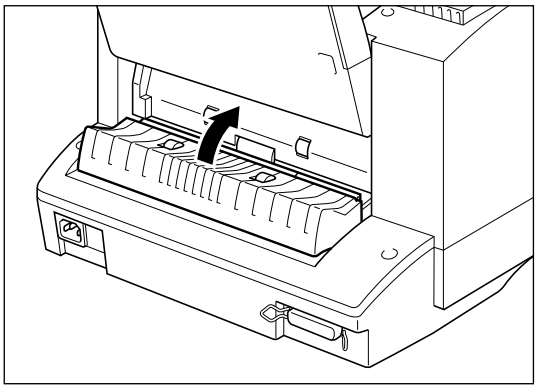
Note

Lift the paper cassette slightly and pull it out a little to help pulling out jammed paper.

2. Gently pull out any jammed paper from the rear area being careful not to tear it.



3. Close the rear cover (make sure it clicks in place).



Note

Gently insert the paper cassette into the fax until it clicks into position.

After Clearing a Paper Jam

After removing the jammed paper, follow these steps:

1. Install the FX-3 toner cartridge back in the unit (See page 2-34).
2. Move the paper release lever back to its original position (toward the front).
3. Close the front cover to reset the unit.
4. Load paper in the paper cassette or the multi-purpose tray.

- ❏ If you are experiencing repeated paper jams, it may be due to the paper you are using:
  - Tap the paper on a flat surface before stacking it in the paper cassette/the multi-purpose tray.
  - Check that the paper you are using and your printing environment are within the specifications of the unit. See Appendix, "Specifications."
- ❏ Make sure you have removed any scraps of paper from inside the LASER CLASS 2060P. Not doing so will cause paper to jam again.

Problems Feeding Paper into the LASER CLASS 2060P

If you are having problems feeding paper into the LASER CLASS 2060P, check the following table.

If you are using the multi-purpose tray, whenever you correct one of these problems, be sure to remove the paper from the multi-purpose tray and reload it. See page 2-40.

The following problems can also cause the paper to jam in the unit. See page 13-5 for instructions on clearing paper jams.

Problem	Possible cause	Solution
Paper does not feed through the multi-purpose tray?	The multi-purpose tray may contain too many sheets.	Make sure the multi-purpose tray is not filled past the limit. See page 2-40.
	Paper may not be inserted correctly in the multi-purpose tray.	Make sure paper is inserted all the way into the multi-purpose tray. See page 2-40.
Printing is skewed?	Paper may not be stacked correctly in the multi-purpose tray.	Make sure the stack of paper is straight in the multi-purpose tray.
		Make sure there are no gaps between the stack of paper and the paper guides. See page 2-46.
		Make sure the paper exit path is clear.
Several sheets feed through the multi-purpose tray at once?	Paper may not be loaded in the multi-purpose tray correctly.	Make sure paper is inserted correctly in the multi-purpose tray. See page 2-40.
	Sheets of paper may be sticking together.	Make sure the paper is not sticking together. Be sure to fan the stack of paper before placing it in the multi-purpose tray. See page 2-40.

Problem	Possible cause	Solution
Several sheets feed through the multi-purpose tray at once? *(continued)*	The multi-purpose tray may contain too many sheets.	Make sure the multi-purpose tray is not filled past the limit. Do not force the stack into the multi-purpose tray.
	The multi-purpose tray may contain more than one type of paper.	Load only one type of paper at a time.
		Make sure the paper you use meets the requirements for media given on page 4-2.
		Let the paper run out before you refill the multi-purpose tray. Avoid mixing new paper with paper remaining in the multi-purpose tray.
The paper jams repeatedly?	The paper itself may be causing the jams.	Fan the paper before loading it in the multi-purpose tray. This keeps the sheets from sticking together.
		Make sure the paper you are using meets the requirements given on page 4-2.

Printing Problems

If you are having problems printing with the LASER CLASS 2060P, check the problems and solutions listed in the following table.

Problem	Possible cause	Solution
The **Alarm** lamp comes on and the LASER CLASS 2060P beeps while printing?	The LASER CLASS 2060P may have a paper jam.	Clear any paper jams as described earlier in this chapter. If the LASER CLASS 2060P has no paper jam, unplug it, wait five seconds, then plug it in again. If the problem is fixed, the **Alarm** lamp will be off, and the LCD display will show the date and receiving mode (standby mode). If the **Alarm** lamp stays on, call your local authorized Canon Facsimile Dealer.
Nothing prints?	The power cord may not be plugged in securely.	Make sure the power cord is plugged securely into the unit and into a wall outlet.
	The toner cartridge may need to be replaced.	Replace the toner cartridge. See page 2-34.

Problem	Possible cause	Solution
Printout does not match paper size?	Paper may not be loaded and aligned correctly in the paper cassette/the multi-purpose tray.	Make sure the paper is loaded correctly. See page 2-40.
The printout curls?	Your pages may include a large amount of toner.	Remove the printout as soon as it exits the LASER CLASS 2060P and then roll it in the direction opposite of the curl.
The paper jams?	You may be using face- down delivery for media other than plain paper.	Use the paper delivery selector to select face-up delivery.

Printing problems related to the PC

Problem	Possible cause	Solution
Nothing prints?	The parallel interface cable may not be securely connected to the LASER CLASS 2060P and the computer.	Check the parallel interface cable's connections. See page 2-21.
	The parallel interface cable may not be the correct type.	Make sure you are using a bi-directional parallel interface cable. See page 2-21.

Problem	Possible cause	Solution
Nothing prints? *(continued)*	The LASER CLASS 2060P and/or the computer were turned on while you were connecting the parallel interface cable.	Unplug the LASER CLASS 2060P and turn the computer off, then plug in the LASER CLASS 2060P and turn the computer on again.
	The application may not have the correct printer selected.	Make sure the Print Setup option in your application has LASER CLASS 2060P Printer Driver selected as the printer.
	The printer driver may be configured with the wrong port.	Make sure the LASER CLASS 2060P Printer Driver is configured to use the PC's parallel port. See the printer driver manual.

Problem	Possible cause	Solution
Your PC indicates a device time-out.	A device time-out occurs when the PC sends data to the LASER CLASS 2060P, but the LASER CLASS 2060P does not respond. The LASER CLASS 2060P may be unplugged, not connected to the PC, or have a paper jam.	Make sure the LASER CLASS 2060P is plugged in, and that its parallel interface cable is securely attached to the LASER CLASS 2060P and the PC. Clear any paper jams, and make sure paper is loaded properly in the multi-purpose tray.
The printed output is not what you expected?	There may be a communication problem between the LASER CLASS 2060P and your PC.	Make sure the PC and application are configured correctly for communicating with the LASER CLASS 2060P. See the printer driver manual.
	The parallel interface cable may not be securely connected to the LASER CLASS 2060P and the computer.	Check the parallel interface cable's connections. See page 2-21.
	The parallel interface cable may not be the correct type.	Make sure you are using a bi-directional parallel interface cable. See page 2-21.
	The parallel interface cable may be too long.	Make sure your parallel interface cable is less than 6.6 feet (2 meters) long.
	You may not be using the correct printer driver.	Make sure you have selected the LASER CLASS 2060P Printer Driver in the Printer's dialog box or from your application's printer dialog. See the printer driver manual.

Problem	Possible cause	Solution
The printed output is not what you expected? *(continued)*	Previous software settings may not be cleared.	Make sure the LASER CLASS 2060P was cleared of the previous software settings before the print job started. See the application's documentation.
Printout does not match paper size?	The application's page size and margin settings may be incorrect.	Make sure the paper size and margin set in your application are correct for the paper in the paper cassette/the multi-purpose tray. See your application's documentation for setting the paper size.
	The selected printer driver may be incorrect.	Make sure you select the LASER CLASS 2060P Printer Driver. See the printer driver manual.

Print Quality Problems

If the print quality is not what you expect it to be, check the problems and solutions below.

Problem	Possible cause	Solution
Print is not clear?	The medium you are using may not be supported by the LASER CLASS 2060P.	Use only print media specified in "Guidelines for Selecting Print Media" on page 4-2.
	You may be printing on the wrong side of the paper.	Many types of paper have a "correct" side for printing. If your paper does, make sure that side is facing up. If the paper has no obvious correct side, try turning the paper over and printing on the other side.
The printout has vertical white streaks?	Toner may be low or be unevenly distributed.	Follow these steps: 1. Open the front cover and take out the FX-3 toner cartridge. 2. Gently rock the cartridge side to side five or six times to evenly distribute the toner inside. 3. Put the cartridge back into the unit. 4. Close the front cover and try printing again. If this does not solve the problem, replace the FX-3 cartridge.

Faxing Problems

Use the following tables to solve problems that can occur when sending and receiving faxes with the LASER CLASS 2060P.

Sending Faxes

Problem	Possible cause	Solution
Cannot send a fax?	The LASER CLASS 2060P may have overheated and shut itself down.	If you suspect this, unplug the LASER CLASS 2060P and let it cool for several minutes. Then plug it back in and try sending again.
	The LASER CLASS 2060P may not be set for the type of telephone line you have (pulse/tone).	Make sure the LASER CLASS 2060P is set for the type of telephone line you have. See page 3-12. (If you are not sure what type of line you have, contact your local telephone company.)
	The document may not have been set correctly in the Automatic Document Feeder (ADF).	Remove the document, stack it, and feed it into the Automatic Document Feeder (ADF) again.
	The one-touch or coded speed dialing number you used may not be registered.	Check the content of the One-Touch or Coded Speed Dialing button and make sure it was registered correctly. See Chapter 5.
	The receiving fax machine may be out of paper.	Call the other party and make sure they have paper in their fax machine.
	The LASER CLASS 2060P may be sending another document from memory.	Allow time for the current document to finish sending.
	An error may have occurred during sending.	Print an activity report and check for an error code. See page 12-2.

Problem	Possible cause	Solution
Cannot send a fax? *(continued)*	There may be a problem with the telephone line.	Make sure you have a dial tone on the handset or telephone. If not, contact your local telephone company.
	The receiving fax machine may not be a G3 fax machine.	Make sure the receiving fax machine is compatible with the LASER CLASS 2060P (which is a G3 fax machine).

Note

If none of the above solve the problem, try unplugging the LASER CLASS 2060P for at least five seconds, then plugging it back in. If the problem persists, contact your local authorized Canon Facsimile Dealer. Please note that any documents stored in memory will be erased unless you plug it back in within 1 hour.

Images on faxes received from the LASER CLASS 2060P are spotted or dirty?	The receiving fax machine may not be working properly.	Check the LASER CLASS 2060P by making a copy. If the image is clear, the problem may be in the receiving fax machine.
	The document may not be properly inserted in the Automatic Document Feeder (ADF).	Remove the document and feed it correctly into the Automatic Document Feeder (ADF).
The LASER CLASS 2060P cannot send a fax using ECM? (ECM TX does not appear in the LCD display when sending.)	The receiving fax machine may not support ECM.	If the receiving fax machine does not support ECM, then the LASER CLASS 2060P sends the fax in normal mode without error checking.
	ECM receiving on the receiving fax machine may be turned off.	If the receiving fax machine does support ECM reception, call the other party and have them check if ECM reception is turned on.

Problem	Possible cause	Solution
The LASER CLASS 2060P cannot send a fax using ECM? (ECM TX does not appear in the LCD display when sending.) *(continued)*	ECM sending on the LASER CLASS 2060P may be turned off.	Turn ECM sending on. See pages 15-7 and 15-8 (ECM TX setting).
Errors occur frequently while sending faxes?	The phone line may be in poor condition, or you may have a poor connection.	Lower the speed at which the unit starts sending faxes in the TX START SPEED setting. See pages 15-16 and 15-17.

Receiving Faxes

Problem	Possible cause	Solution
The LASER CLASS 2060P cannot receive faxes automatically?	The LASER CLASS 2060P may not be set to receive automatically.	For the LASER CLASS 2060P to receive faxes automatically, it must be in FAX ONLY MODE, ANS.MACHINE MODE, or Fax/Tel Mode. See page 7-2.
	The LASER CLASS 2060P may have a document in memory, leaving very little or no memory available.	Print out any documents stored in memory. See pages 7-12 and 7-13.
	An error may have occurred during reception.	Check the LCD display for an error message. See page 13-40 for a listing of the LASER CLASS 2060P's error messages.
		Print an activity report and look for an error code. See page 12-2.
	The paper cassette/the multi-purpose tray may be empty.	Make sure the paper cassette/the multi-purpose tray has paper in it.
	The telephone line may not be connected properly.	Make sure all telephone line connections are secure.
The LASER CLASS 2060P will not switch between telephone and fax calls automatically?	The LASER CLASS 2060P may not be in Fax/Tel Mode.	For the LASER CLASS 2060P to switch automatically between telephone and fax calls, it must be in Fax/Tel Mode. See page 7-2.
	The LASER CLASS 2060P may have a document in memory, leaving very little or no memory available.	Print out any documents stored in memory. See pages 7-12 and 7-13.

Problem	Possible cause	Solution
The LASER CLASS 2060P will not switch between telephone and fax calls automatically? *(continued)*	An error may have occurred during reception.	Check the LCD display for an error message. See page 13-40 for a listing of the LASER CLASS 2060P's error messages.
		Print an activity report and look for an error code. See page 12-2.
	The paper cassette/the multi-purpose tray may be empty.	Make sure the paper cassette/the multi-purpose tray has paper in it.
	The sending fax machine may not send the CNG signal that tells the incoming signal is a fax.	In such cases, you will have to receive the document manually. See page 7-9.
The LASER CLASS 2060P will not receive faxes manually?	You may not have pressed the **Start/Copy** button before hanging up the handset.	Always press the **Start/Copy** button before hanging up the handset. If you hang up before pressing the **Start/Copy** button you will disconnect the call.
The print quality is poor?	You may not be using the correct paper.	Make sure the paper in the paper cassette/the multi-purpose tray meets the requirements given on page 4-2.
	The sending fax machine may not be operating properly.	Make a copy with your LASER CLASS 2060P. If the copy looks all right, then your LASER CLASS 2060P is operating properly. Contact the sender and have them check their fax machine.

Problem	Possible cause	Solution
Note	See also "Printing Problems" on page 13-23.	
The LASER CLASS 2060P cannot receive faxes using ECM? (ECM RX does not appear in the LCD display when receiving.)	The sending fax machine may not support ECM.	If the sending fax does not support ECM, then the LASER CLASS 2060P receives the fax in normal mode without error checking.
	ECM reception may not be turned on.	Make sure the LASER CLASS 2060P ECM RX setting is enabled. See pages 15-9 through 15-11.
Nothing prints?	The toner cartridge may not have been installed properly.	Make sure the toner cartridge is installed correctly. See page 2-34.
	The toner cartridge may need to be replaced.	See page 2-34.
Received faxes are blotched or uneven?	The telephone lines may be in poor condition, or you may have a bad connection.	Use ECM receiving to try to eliminate such problems. However, if the telephone lines are in poor condition, you may need to have the fax sent again.
	The sending fax machine may not be functioning properly.	The sending fax machine usually determines the fax's quality. Call the sender and have them make sure the top cover and scanning glass on their fax machine are clean.

Problem	Possible cause	Solution
Errors occur frequently while receiving?	The telephone lines may be in poor condition, or you may have a bad connection.	Lower the speed at which the unit receives faxes in the RX START SPEED setting. See pages 15-16 and 15-17.

Telephone Problems

Problem	Possible cause	Solution
The LASER CLASS 2060P cannot dial?	The telephone line may not be connected properly.	Make sure the telephone line is securely connected to the LASER CLASS 2060P. See page 2-19.
	The LASER CLASS 2060P may not be set for the type of telephone line you have (pulse/tone).	Make sure the LASER CLASS 2060P is set for the type of telephone you have. See page 3-12. (If you are not sure what type of line you have, contact your local telephone company.)
The phone disconnects while you are talking on the line?	The LASER CLASS 2060P may not be plugged in properly.	Make sure the LASER CLASS 2060P is correctly plugged into a wall outlet.

Copying Problems

Problem	Cause	Solution
The LASER CLASS 2060P will not make a copy?	The document may not be placed correctly in the Automatic Document Feeder (ADF).	Make sure the document you are copying is set in the Automatic Document Feeder (ADF) properly, and the LCD display shows DOCUMENT READY.
	The handset may be off its hook.	Make sure the handset is on its cradle.
	The LASER CLASS 2060P may not be operating properly.	Print a document from your PC to make sure the LASER CLASS 2060P is operating properly. See the printer driver manual.
MEMORY FULL appears in the LCD display when you are making multiple copies?	The LASER CLASS 2060P's memory is full.	Print out any received faxes stored in memory, then try copying again. See pages 7-12 and 7-13.

General Problems

Problem	Cause	Solution
The LASER CLASS 2060P has no power?	The power cord may not be securely plugged into the unit.	Make sure the power cord is plugged securely into the unit and into a wall outlet. If the power cord is connected to a power strip, make sure the strip is connected to an outlet and turned on.
	The power cord may not be supplying power.	Check the power cord by substituting it with another, or by using a voltameter to test it for continuity.
Nothing appears in the LCD display?	The LASER CLASS 2060P may not be receiving power.	Check the plug and be sure it is firmly plugged into the power connector and the wall outlet. If the display remains blank, unplug the LASER CLASS 2060P, wait five seconds, then plug it in again. If the display still remains blank, call your local authorized Canon Facsimile Dealer.

If the Power Goes Out

If power to the LASER CLASS 2060P is cut off, any documents stored in its fax memory will be retained for approximately one hour by a built-in battery.

While power is out, you can only use the LASER CLASS 2060P to receive telephone calls (if you have the handset or a telephone connected to the unit) and to make calls (if you have a telephone connected to the unit). You cannot send or receive faxes.

Error Codes, Messages, and Solutions

This table lists the messages that appear in the LASER CLASS 2060P LCD display and the corresponding error codes that appear in activity reports, and tells what to do for each.

Message	Error Code	Cause	Action
AUTO REDIAL	—	The receiving fax machine was busy and the LASER CLASS 2060P is waiting to redial.	—
BUSY/NO SIGNAL	#018	The telephone number you dialed is busy.	Try sending the document again later.
		The other party's fax machine is not working properly.	Contact the other party and have them check their fax machine.
		The other party is not using a G3 fax machine.	Contact the other party and have them send or receive the document using a G3 machine.
		The telephone line type setting on your LASER CLASS 2060P is incorrect.	Set your LASER CLASS 2060P for your telephone line type (tone or pulse).
		The receiving fax machine did not answer within 55 seconds.	Contact the other party and have them check their fax machine. You can also try to send the document manually. For an overseas call, add pauses to the registered number.

Message	Error Code	Cause	Action
CALLING	—	The LASER CLASS 2060P is calling the receiving fax machine.	If you want to cancel the transmission, press the **Stop** button.
CHECK COVER/ CART	—	The toner cartridge is not installed properly.	Make sure the toner cartridge is installed properly. See page 2-34.
		The front cover is open.	Close the front cover.
CHECK DOCUMENT	#001	A document is jammed in the Automatic Document Feeder (ADF).	Remove the document you are trying to send or copy and load it again. See page 13-5.
CHECK PAPER SIZE	—	The size of the paper in the paper cassette/the multi-purpose tray differs from that specified in the PAPER SIZE setting.	Set the correct paper size in the PAPER SIZE setting. See pages 15-12 and 15-13.
CHECK POLLING ID	#021	You cannot perform polling receiving.	Make sure the subaddress/ passwords match the settings on the other party's fax unit. If the other party's fax is a Canon fax, ask them to set the polling ID of their fax to 255 decimal or 1111 1111 binary.

Message	Error Code	Cause	Action
CHECK PRINTER	—	The toner cartridge in the LASER CLASS 2060P is defective.	1. Reinstall the cartridge. See page 2-34. 2. Unplug the LASER CLASS 2060P, wait five seconds, then plug it in again. If the display does not change, call for service.
		The unit is connected to an uninterruptible power supply (UPS).	Make sure the power cord is plugged into an AC outlet.
COMMUNICATING PLEASE WAIT	—	You tried to send a document while the line was being used and memory was full.	Wait until the fax is sent and try again.
DOCUMENT READY	—	The document in the Automatic Document Feeder (ADF) is ready for scanning.	Send the fax, scan the document, or make a copy.
DOCUMENT TOO LONG	#003	It took more than 32 minutes to send or copy a document.	Divide the document and send or copy each part separately.
		It took more than 32 minutes to receive a document.	Contact the sender, and have them divide the document and send each part separately.

Message	Error Code	Cause	Action
DOCUMENT TOO LONG *(continued)*		The document is longer than 39 inches (1 meter).	Use a copier to divide the document into smaller sections and send the copy.
ECM RX	—	The LASER CLASS 2060P is receiving a fax using ECM.	Faxes can take longer to receive when using ECM. Try turning ECM off if you need to receive quickly, or if you know your local telephone lines are in good condition. See pages 15-9 and 15-11 (ECM RX setting).
ECM TX	—	The LASER CLASS 2060P is sending a fax using ECM.	Faxes can take longer to send when using ECM. Try turning ECM off if you need to send quickly, or if you know your local telephone lines are in good condition. See pages 15-7 and 15-8 (ECM TX setting).
HANG UP PHONE	—	The handset is off its hook.	Place the handset properly onto its cradle.

Message	Error Code	Cause	Action
MEMORY FULL	#037	The LASER CLASS 2060P's memory is full because it has received too many documents, or a very long or detailed document.	Print out any documents that are stored in memory. Then start the operation again. See pages 7-12 and 7-13.
		The memory is full because you sent too many pages at once, or a very long or detailed document.	Divide the document and send each part separately. If the memory contains any faxes you do not need, delete them.
MEMORY IN USE **xx**%	—	Shows how much of the LASER CLASS 2060P's memory is in use.	If you need more memory, print or send any documents stored in memory.
NO ANSWER	#005	The receiving fax machine does not answer.	Make sure you dialed the correct number. Try again later.
NO RX PAPER	#012	The other party's fax machine is out of paper and its memory is full.	Contact the other party and have them add paper to their fax machine.
NO TEL #	#022	The One-Touch or Coded Speed Dialing number has not been registered.	Register the number. See Chapter 5.

Message	Error Code	Cause	Action
NOT AVAILABLE NOW	—	In manual sending via the handset, you tried to use a One-Touch Speed Dialing button or a Coded Speed Dialing code that has a group registered in it.	In manual sending via the handset, you cannot send a document to multiple destinations. Send the document to one destination at a time.
OUTPUT TRAY FULL		The face-down delivery slot is full of paper.	Take out pages from the face-down delivery slot.
PLEASE WAIT	—	The LASER CLASS 2060P is warming up.	Wait until the date and receiving mode appear in the LCD display, then begin.
REC. PAPER JAM	—	Over holding up sheets in the face-down delivery slot.	Take out sheets from delivery slot and clear the paper jam. See page 13-5.
RECEIVED IN MEMORY	—	The paper or toner ran out, or a paper jam occurred, so the LASER CLASS 2060P received the document in memory.	Add paper to both the paper cassette and the multi-purpose tray with set up paper size, change the toner cartridge, or clear the paper jam, as needed. When the problem is solved, the LASER CLASS 2060P automatically prints the document stored in memory.

Message	Error Code	Cause	Action
REPLACE CARTRIDGE	—	The toner cartridge is empty.	Replace the toner cartridge. Documents received in memory will then be printed automatically. See page 2-34.
		The LASER CLASS 2060P image memory may be full because the toner cartridge ran out of toner.	Replace the toner cartridge and have the other party send the fax again. See page 2-34.
START AGAIN	—	An error occurred in the phone line or in the system.	Start the procedure again from the beginning.
SUPPLY REC. PAPER	—	The LASER CLASS 2060P is out of recording paper.	Load paper in the paper cassette/the multi-purpose tray. Any documents received in memory will then be printed automatically.
TX/RX CANCELLED	—	You pressed the **Stop** button to cancel the transmission.	—
TX/RX NO. **xxxx**	—	When the LASER CLASS 2060P sends or receives a fax, it assigns a unique identification number to it.	Write the number down if you will need it later. You can also print an activity report after the transmission to check the TX/RX number if necessary. See page 12-2.

Chapter 14
Maintaining Your LASER CLASS 2060P

Your LASER CLASS 2060P requires no maintenance other than periodic cleaning, and replacing of the toner cartridge as needed.

- ❑ Cleaning the LASER CLASS 2060P 14-2
  - • Cleaning the LASER CLASS 2060P Exterior 14-2
  - • Cleaning the Inside of the LASER CLASS 2060P 14-3
  - • Cleaning the Scanner Components 14-6
- ❑ Replacing the Toner Cartridge 14-9
- ❑ Transporting the LASER CLASS 2060P 14-10

Cleaning the LASER CLASS 2060P

Clean your LASER CLASS 2060P regularly to keep it in good operating condition.

Follow these precautions whenever you clean the LASER CLASS 2060P:

- ❏ When the power cord is disconnected, any documents stored in memory will be erased if you leave the unit unplugged for one hour or more. Be sure to plug the unit after cleaning to avoid this happening. If RECEIVED IN MEMORY appears in the LCD display, follow the steps on pages 7-12 and 7-13 to print out the document.
- ❏ If you disconnect the LASER CLASS 2060P while it is waiting to send a document, you will have to set the LASER CLASS 2060P to send your document again once you finish cleaning the unit.
- ❏ Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.

Cleaning the LASER CLASS 2060P Exterior

Clean the LASER CLASS 2060P's outer casing as follows.

1. Disconnect the power cord from the LASER CLASS 2060P.
2. Wipe the LASER CLASS 2060P's exterior with a clean, soft, lint-free cloth moistened with water or diluted dishwashing detergent solution.

Never use thinner, benzene, alcohol, or any other organic solvent to clean the LASER CLASS 2060P, as these can damage the LASER CLASS 2060P's surface.

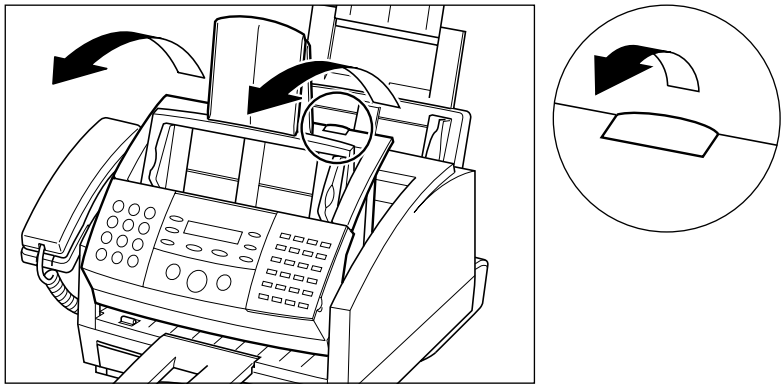
3. Plug the power cord back in.

Cleaning the Inside of the LASER CLASS 2060P

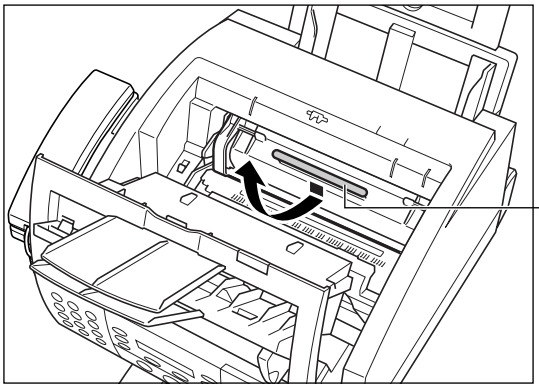
To prevent toner powder and paper dust from accumulating and affecting the quality of the unit's printing, clean the inside of the LASER CLASS 2060P periodically as follows.

When you unplug the unit, any documents stored in memory will be erased if you leave the unit unplugged for one hour or more. Be sure to plug the unit after cleaning to avoid this happening.

1. Unplug the LASER CLASS 2060P.
2. Open the front cover by lifting the release latch on the right side of the unit.
   - ❏ Lift the cover forward to its open position.

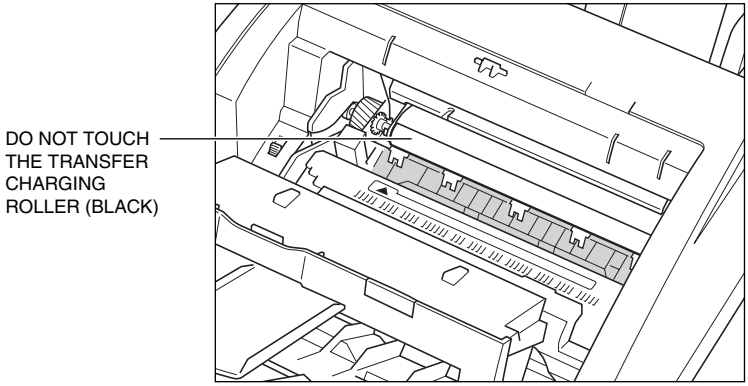


3. Hold the cartridge by its handle and remove it as shown.



❏ Store the cartridge in its protective bag to avoid exposure to light.

4. Use a clean, soft, dry, lint-free cloth to remove any toner or paper debris from the shaded area.

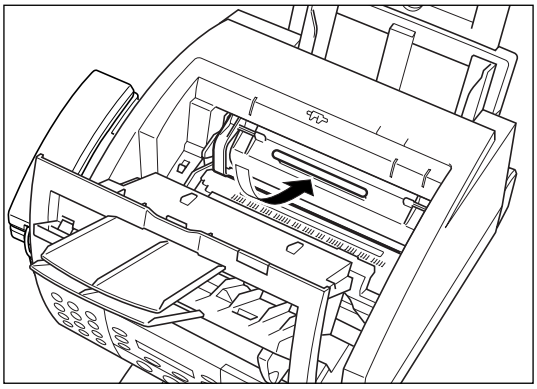


Caution

Do not touch the transfer charging roller (black) at the back, as this may affect the print quality of your faxes.

5. When you have finished cleaning the LASER CLASS 2060P, replace the toner cartridge.

   ❏ Gently press the cartridge into the unit as far as it will go. Press down and back on the cartridge's handle.



6. Close the front cover.

   ❏ Use both hands to press the cover back into its closed position.

7. Plug the unit back in.

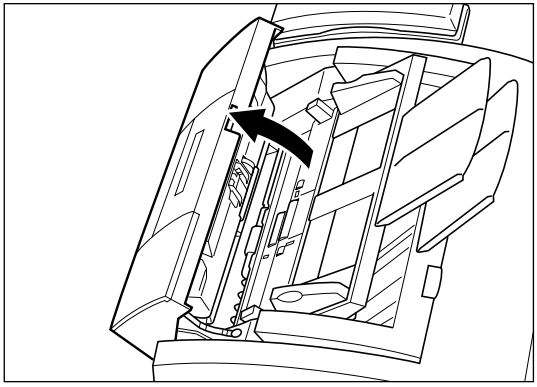
Cleaning the Scanner Components

Periodically check the scanning glass and rollers.

Note

When you unplug the unit, any documents stored in memory will be erased if you leave the unit unplugged for one hour or more. Be sure to plug the unit after cleaning to avoid this happening.

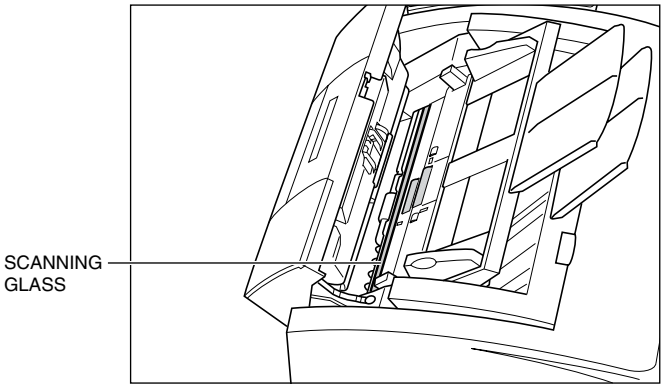
1. Unplug the LASER CLASS 2060P.
2. Open the operation panel by gently pulling it toward you.



3. Use a soft, dry clean cloth to clean the scanning glass and rollers (shaded areas).

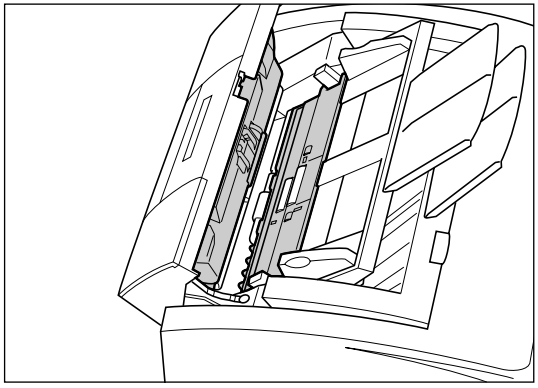
   ❑ If the document scanning glass and rollers are dirty, the documents you send or print will also be dirty.

   ❑ Clean with a soft cloth that will not scratch the glass or rollers.

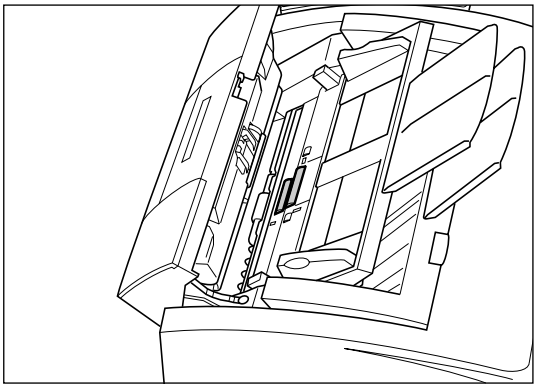


4. Clean the shaded areas of the operation panel and the unit.

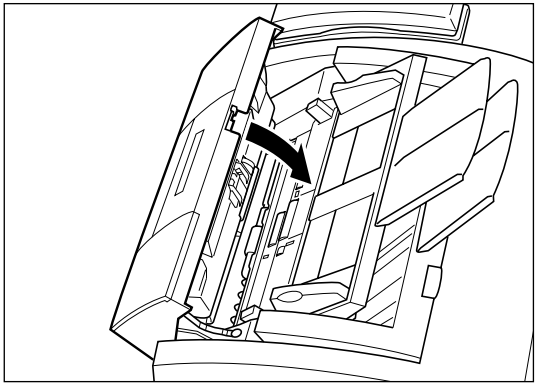
   ❑ Dirt and dust particles that collect on the underside of the operation panel also affect the quality of documents you copy and send.



5. Use a soft, dry clean cloth to wipe up paper dust around the rollers.



6. When you are finished, close the operation panel by pressing it down from the center as shown.



Note

Be sure to close the operation panel until it locks into place. Otherwise the unit will not function properly.

7. Plug the LASER CLASS 2060P back in.

Replacing the Toner Cartridge

If you cannot solve a print quality problem after following the steps in Chapter 13 , "Frequently Asked Questions", you may need to replace the FX-3 toner cartridge.

For instructions on replacing the toner cartridge, see "The Toner Cartridge" on page 2-32.

Transporting the LASER CLASS 2060P

Whenever you plan to transport the LASER CLASS 2060P, you need to prepare it so it will not be damaged during the move.

1. Unplug the unit from the wall outlet.
2. Remove any paper and/or documents from the unit.
3. Open the front cover by lifting the right side release latch of the unit and remove the toner cartridge.
   - ❏ Store the toner cartridge in its original protective bag or wrap it in a thick cloth to avoid exposure to light.
4. Use both hands to close the front cover until it clicks into position.
5. Disconnect the handset, telephone or answering machine (if you have connected one to the unit).
6. Disconnect the power cord from the unit.
7. Hold the flap of the paper rest down and press the paper rest downward.
8. Remove the support trays and extension tray from the unit. See "Attaching Components" on page 2-13.
9. Replace all tapes and shipping materials you removed when you first unpacked the LASER CLASS 2060P. See "Removing Shipping Materials" on page 2-10.
10. Pack the LASER CLASS 2060P and all its components into its original shipping carton. Use the illustration on page 2-5 for reference.

If you no longer have the shipping carton your LASER CLASS 2060P came in, pack the unit in a suitably sized, sturdy cardboard box, using bubble wrap, foam peanuts, or other suitable packing materials.

Chapter 15
The Menu System

This chapter summarizes the LASER CLASS 2060P menu system. Use the information here as a guide to help you customize operations your unit performs.

- ❏ Understanding the Menu System 15-2
- ❏ Accessing the USER SETTINGS Menu 15-3
- ❏ Accessing the REPORT SETTINGS Menu 15-5
- ❏ Accessing the TX SETTINGS Menu 15-7
- ❏ Accessing the RX SETTINGS Menu 15-9
- ❏ Accessing the FAX'S PRINTER SET Menu 15-12
- ❏ Accessing the POLLING BOX Menu 15-14
- ❏ Accessing the SYSTEM SETTINGS Menu 15-16

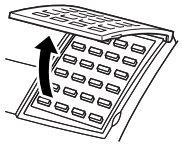
Understanding the Menu System

The LASER CLASS 2060P menu system allows you to customize the way your unit operates. The menu system consists of seven menus, each containing settings that control different functions of your LASER CLASS 2060P. This chapter outlines the various menus and shows you how to use them.

The factory default settings in the following tables are shown in **bold** type.

Accessing the USER SETTINGS Menu

1. Open One-Touch Speed Dial panel.



2. Press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

3. Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

4. Press **Set**, then use the ∧ or ∨ to display the item you want to set or change.

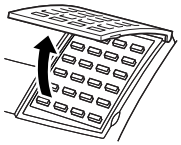
USER SETTINGS

1.DATE & TIME	Set the date using the numeric buttons. Set the time (24-hour clock) using the numeric buttons.
2.UNIT TELEPHONE #	Enter your fax number using the numeric buttons. (Up to 20 digits.)
3.UNIT NAME	This is the name that appears at the top of each fax page you send (up to 24 characters). See page 3-8.
4.TX TERMINAL ID	Print your ID (transmitting terminal ID) on each page you transmit.
TTI POSITION	
	OUTSIDE IMAGE Terminal ID prints outside the image border. INSIDE IMAGE Terminal ID prints inside the image border.
TELEPHONE # MARK	You can prefix your number with the abbreviations FAX or TEL in your sender ID.
	FAX Prefixes the number with the abbreviation FAX. TEL Prefixes the number with the abbreviation TEL.
5.SCANNING CONTRAST	Set the density of the reproduction.
LIGHTER	LIGHTER for dark originals.
STANDARD	Originals.
DARKER	DARKER for light originals.
6.OFFHOOK ALARM	Turn the offhook alarm off or on, which alerts you if the handset is not in the handset cradle.
ON	Offhook alarm sounds if handset or extension telephone is left off the hook.
OFF	No offhook alarm.
7.VOLUME CONTROL	Adjust the volume of the fax unit.
CALLING VOLUME	**2** (1 to 3)
KEYPAD VOLUME	**2** (0 to 3)
ALARM VOLUME	**2** (0 to 3)
LINE MONITOR VOL.	**2** (0 to 3)
8.RX CALL LEVEL	Adjust the volume of incoming calls.
STANDARD	Level of volume is standard.
HIGH	Level of volume is high.
9.TEL LINE TYPE	Set the telephone line type.
TOUCH TONE	The telephone line is set for touch-tone dialing.
ROTARY PULSE	The telephone line is set for rotary pulse dialing. If you need to dial into an information service that requires tone dialing, use the **Tone** button on the operation panel.

(Default settings are shown in **bold** type)

Accessing the REPORT SETTINGS Menu

1. Open One-Touch Speed Dial panel.



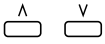
2. Press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

3. Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

4. Use ∧ or ∨ to select 2.REPORT SETTINGS.




```
DATA REGISTRATION
 2.REPORT SETTINGS
```

5. Press **Set**, then use the ∧ or ∨ to display the item you want to set or change.

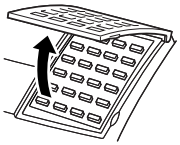
REPORT SETTINGS

1.TX REPORT	Print a transmission report.
PRINT ERROR ONLY	Print a report only if an error occurs.
REPORT WITH TX IMAGE	
ON	Print the first page of the document to remind you of what it contains.
OFF	No first page is printed.
OUTPUT YES	A report prints for every transmission.
REPORT WITH TX IMAGE	
ON	Print the first page of the document to remind you of what it contains.
OFF	No first page is printed.
OUTPUT NO	Print no report, even if an error occurs.
2.RX REPORT	Print a reception activity report.
OUTPUT NO	No report prints for document receptions.
PRINT ERROR ONLY	A report prints for reception errors only.
OUTPUT YES	A report prints for every reception.
3.ACTIVITY REPORT	Print an activity management report.
	Print an activity report after every 20 transactions.
ON	An activity report prints after the 20th transaction is completed.
OFF	No activity report prints after the 20th transaction is completed.

(Default settings are shown in **bold** type)

Accessing the TX SETTINGS Menu

1. Open One-Touch Speed Dial panel.



2. Press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

3. Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

4. Use ∧ or ∨ to select 3.TX SETTINGS.

```
DATA REGISTRATION
 3.TX SETTINGS
```

5. Press **Set**, then use the ∧ or ∨ to display the item you want to set or change.

TX SETTINGS

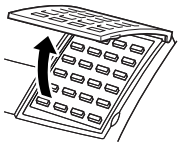
1.ECM TX	Turn ECM (error correction mode) transmission off and on. This switch does not affect the button setups for One-Touch or Coded Speed Dialing.
ON	All transmissions are conducted with ECM if the other party's fax supports ECM.
OFF	ECM is turned off.
2.MID PAUSE SET	Set the length of the pause you insert into a dialing sequence. **2** SEC (1 to 15)
3.AUTO REDIAL	Set whether to perform automatic redial when the other line is busy or no answer.
ON	Customize the redial operation.
	REDIAL TIMES Set the number of retries. 2 times (1 to 10)*
	REDIAL INTERVAL Set the period of time between redialings. 2 minutes (2 to 99)
OFF	After the first attempt at dialing fails, redialing is not attempted.
4.TIME OUT	Set the interval between dialing (entering phone numbers) when sending to more than one destination.
ON	Fax scans the document in 5 or 10 seconds after you enter the phone number.
OFF	Press **Start/Copy** to scan the document. Otherwise, the unit will return to standby mode after 60 seconds.

(Default settings are shown in **bold** type)

* Even if this fax unit is set to redial several times, it will redial only once if there is no tone or there is a ring back tone during the first attempt.

Accessing the RX SETTINGS Menu

1. Open One-Touch Speed Dial panel.



2. Press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

3. Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

4. Use ∧ or ∨ to select 4.RX SETTINGS.

```
DATA REGISTRATION
 4.RX SETTINGS
```

5. Press **Set**, then use the ∧ or ∨ to display the item you want to set or change.

RX SETTINGS

1.ECM RX	Turn the ECM (error correction mode) receiving off and on. This switch does not affect the button setups for One-Touch or Coded Speed Dialing.
ON	All receptions are conducted with ECM if the other party's fax supports ECM.
OFF	ECM is turned off.
2.RX MODE	Set the receive mode.
FAX/TEL AUTO SW	This mode is economical, it allows you to have phone and fax service without the expense of an additional phone line.
RING START TIME	Set the duration that the LASER CLASS 2060P listens for a fax tone before starting to ring. **8** SEC (0 to 30)
F/T RING TIME	Set the length of time the LASER CLASS 2060P will ring to alert you of an incoming call. **15** SEC (10 to 45)
F/T SWITCH ACTION	Select the action taken after the F/T RING TIME expires.
RECEIVE	The fax will switch to fax receive mode automatically at that point and start to receive the document.
DISCONNECT	The fax disconnects the call.
FAX ONLY MODE	Use this mode if the LASER CLASS 2060P will be connected to a separate telephone line used only for transmitting faxes. The LASER CLASS 2060P then answers all calls, and receives all faxes automatically.
DRPD	Some phone companies offer a distinctive ring pattern (DRP) service whereby they assign two or more telephone numbers with distinctive ring patterns to a single telephone line.
NORMAL RING	Ring type of normal telephone line.
DOUBLE RING	Two short rings at regular intervals.
SHORT-SHORT-LONG	Short-short-long at regular intervals.
SHORT-LONG-SHORT	Short-long-short at regular intervals.
OTHER RING TYPE	Patterns other than those described above.
Above settings:	UNIT TELEPHONE # UNIT NAME RX MODE TEL, FAX, FAX/TEL AUTO SW
FAX/TEL AUTO SW	RING START TIME **8** SEC (0 to 30) F/T RING TIME **15** SEC (10 to 45) F/T SWITCH ACTION **RECEIVE**/DISCONNECT

(Default settings are shown in **bold** type)

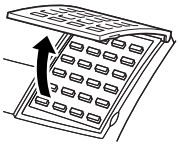
RX SETTINGS

3.INCOMING RING	When the LASER CLASS 2060P is set to FAX ONLY MODE, set whether the LASER CLASS 2060P rings when it receives a call.
OFF	The fax does not ring when it receives a fax.
ON	The fax rings when it receives a fax if the handset or a telephone is connected.
RING COUNT	Set the number of incoming rings before the LASER CLASS 2060P answers. **2** times (1 to 99)
4.MAN/AUTO SWITCH	Set the LASER CLASS 2060P to switch to document receive mode after ringing for a specified length of time in the manual receive mode.
OFF	The fax will keep ringing until someone answers the call manually with the handset or a connected extension telephone.
ON	F/T RING TIME Set the length of time to elapse before the LASER CLASS 2060P switches to document receiving. **15** SEC (1 to 99)
5.REMOTE RX	Receive from a remote telephone with preset setting.
ON	Remote receiving is turned on. REMOTE RX ID You can dial a number code on the remote extension to start receiving a document. **25** (0 to 99)
OFF	Remote receiving is turned off.
6.MEMORY RX	Select how incoming documents are to be received in the memory if the fax runs out of toner or paper, or the face-down output tray is full of printed pages.
ON	Remainder of the fax is stored in the memory and can be printed out as soon as your re-fill the paper cassette, change the toner cartridge, clear the paper jam, or pick up the printed pages from the face-down output tray.
OFF	Memory receiving is turned off. If the fax runs out of toner or recording paper during a document reception, or the face-down output tray is full of printed pages, the remainder of the document is not saved in the memory. The other party must re-send the document.

(Default settings are shown in **bold** type)

Accessing the FAX'S PRINTER SET Menu

1. Open One-Touch Speed Dial panel.



2. Press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

3. Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

4. Use ∧ or ∨ to select 5.FAX'S PRINTER SET.

```
DATA REGISTRATION
 5.FAX'S PRINTER SET
```

5. Press **Set**, then use the ∧ or ∨ to display the item you want to set or change.

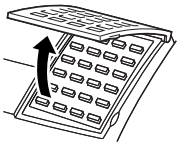
FAX'S PRINTER SET

1.RX REDUCTION	Receive images at a reduced size.
OFF	Turns off image reduction.
ON	Turns on image reduction.
VERTICAL ONLY	Reduction performed in the vertical direction only.
HORIZ & VERTICAL	Reduction performed in the horizontal and vertical direction.
2.PAPER SIZE	Select the size of the paper loaded in the paper cassette or the multi-purpose tray.
CASSETTE	**LTR**/A4
MP TRAY	**LTR**/LGL/CUSTOM/A4
CUSTOM	CUSTOM1/LONG CUSTOM2/SHORT
3.ECONOMY PRT	Enable/disable economy printing (toner saving feature). By enabling ECONOMY PRT, toner consumption can be decreased by as much as 30-40 percent, resulting in a longer effective cartridge life.
	ON/**OFF**
4.TONER SUPPLY LOW	Set the fax to continue printing even after toner runs low and the REPLACE CARTRIDGE message appears.
RX TO MEMORY	Stop printing and receive the remainder of the document in the memory.
KEEP PRINTING	Ignore the warning and keep printing until the document is completely printed. This setting is convenient when a new toner cartridge is not at hand. However, even if the toner cartridge is out of toner, the fax will not receive the document in the memory. After installing the new toner cartridge, be sure to set to **RX TO MEMORY**.

(Default settings are shown in **bold** type)

Accessing the POLLING BOX Menu

1. Open One-Touch Speed Dial panel.



2. Press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

3. Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

4. Use ∧ or ∨ to select 6.POLLING BOX.

```
DATA REGISTRATION
 6.POLLING BOX
```

5. Press **Set**, then use the ∧ or ∨ to display the item you want to set or change.

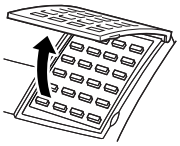
POLLING BOX

1.SETUP FILE	Set up a polling box to hold a document until it is polled by and sent to another fax machine.
1.FILE NAME	Enter a file name (24 characters).
2.PASSWORD	Enter a password to protect the polling box settings.
3.TX PASSWORD	Enter a 20-digit (max.) standard ITU-T password.
4.ERASE AFTER TX	Tell the LASER CLASS 2060P how to handle the document after it is polled and sent.
ON	Document is erased from the memory after it is polled and sent.
OFF	Document is not erased and remains in the memory after it is polled and sent.
2.CHANGE DATA	Change the settings on the polling box. You can now change any of the settings listed in the table above (1.SETUP FILE).
PASSWORD	Enter the password of the polling box. You can now change any of the settings listed in the table above (1.SETUP FILE).
3.DELETE FILE	Delete the polling box file.
PASSWORD	Enter the password of the polling box file.

(Default settings are shown in **bold** type)

Accessing the SYSTEM SETTINGS Menu

1. Open One-Touch Speed Dial panel.



2. Press **Data Registration**.

```
REGISTRATION
 1.DATA REGISTRATION
```

3. Press **Set**.

```
DATA REGISTRATION
 1.USER SETTINGS
```

4. Use ∧ or ∨ to select 7.SYSTEM SETTINGS.

```
DATA REGISTRATION
 7.SYSTEM SETTINGS
```

5. Press **Set**, then use the ∧ or ∨ to display the item you want to set or change.

SYSTEM SETTINGS

1.RX RESTRICTION	Turn off junk mail.
OFF	Anyone can dial your fax and send a document.
ON	Another party can dial your fax and send a document only if their number is registered on your fax for a One-Touch or Coded Speed Dialing button.
2.DATE SETUP	Set the format for the DATE & TIME settings menu and how the date is displayed in the LCD in the standby mode.
MM/DD/YYYY DD/MM YYYY YYYY MM/DD	
3.DISPLAY LANGUAGE	Select a language for prompts, messages, menus and printed reports. The number of languages available may be different depending on where you purchased your LASER CLASS 2060P. **ENGLISH**, FRENCH, SPANISH
4.TX START SPEED	Set the transmission speed for all documents you send. Available settings: **33600**, 14400, 9600, 7200, 4800, 2400 bps
5.RX START SPEED	Set the transmission speed for all documents you receive. Available settings: **33600**, 14400, 9600, 7200, 4800, 2400 bps

(Default settings are shown in **bold** type)

Appendix
Specifications

The specifications for the LASER CLASS 2060P are listed in this section.

- ❏ General A-2
- ❏ Plain Paper Fax A-3
- ❏ Copier A-6
- ❏ Telephone A-7
- ❏ Document Sizes A-8
  - Printing Area A-9

General

Applicable line:	Public Switched Telephone Network
Compatibility:	G3
Data compression system:	MH, MR, MMR (JBIG)
Modem type:	FAX modem
Modem speed:	33600, 14400, 12000, 9600, 7200, 4800, 2400 bps (automatic fallback)
Transmission speed:	Approximately 3 seconds/page* (transmitting from memory)
Transmission/reception memory	• Approx. 5.3 MB DRAM, MR storage • Approximately 340 pages** • LCD displays memory used • Uses direct transmission when memory is full
Liquid crystal display:	20 × 2
Display languages:	English, French, Spanish
Power source:	120 V/60 Hz
Power consumption:	• Maximum: approximately 550 W • Minimum: approximately 8 W (Standby mode)
Dimensions (W × D × H):	15.0 × 19.0 × 11.9 in. (380 × 483 × 303.5 mm) (main unit only, no trays, no handset)
Weight:	Approximately 28.7 lb (13kg)
Environmental requirements:	• Temperature: 50°–90.5°F (10°–32.5°C) • Humidity: 20%–80% RH
Applicable standards:	• Electrical safety: UL, C-UL • Radiation: FCC Part 15, Class B, IC • PTT: FCC Part 68, IC • Energy Star compliant • Others: CDRH, TSCA

* Based on ITU-T No.1 Chart, ECM-MMR, standard mode

** Based on ITU-T No.1 Chart, standard mode

Plain Paper Fax

Automatic document feeder capacity:*	• 30 letter- or A4-size sheets • 20 legal-size sheets • 1 sheet for sizes other than letter-, legal-, or A4-size sheets.
Manual document feeder capacity:	• 1 sheet
Document sizes (W×L):	Maximum: Automatic document feed: 8.5 × 14 in. (216 × 355.9 mm) Manual document feed: 8.5 × Approx. 39 in. (216 mm × Approx. 1 m) Minimum: Automatic document feed: 5.8 × 4.1 in. (148 × 105 mm) Manual document feed: 3.5 × 1.75 in. (88.9 × 44.5 mm)
Document thickness:	• Automatic document feed: 0.002-0.005 in. (0.05-0.13 mm) • Manual document feed: 0.0023-0.0118 in. (0.06-0.3 mm)
Document weight:	• Automatic document feed: 13-24 lb (50-90 g/m^2) • Manual document feed: 10.6-90 lb (40-340 g/m^2)
Effective scanning width:	8.4 in. (214 mm)
Transmission time:	Approx. 3 seconds (G3 ECM MMR)

*Based on ITU-T No.1 Chart, A4, standard mode.

Resolution:

- Standard mode: 203 pels/in. × 98 lines/in. (8 pels/mm × 3.85 lines/mm)
- Fine mode: 203 pels/in.×196 lines/in. (8 pels/mm × 7.7 lines/mm)
- Photo mode: 203 pels/in.×196 lines/in. (8 pels/mm × 7.7 lines/mm)
- Super fine mode: 203 pels/in.×391 lines/in. (8 pels/mm × 15.4 lines/mm)
- Ultra fine mode: 406 pels/in.×391 lines/in. (16 pels/mm × 15.4 lines/mm)

Scanning image processing:

- Ultra-High-Quality Image Processing System (UHQ™)
- Halftones: 64 levels of gray
- 3 density adjustment levels

Recording method: Laser Beam printing

Recording paper size:

- Letter (8.5×11 in.)
- Legal (8.5×14 in.)
- A4 (210×297 mm)
- Custom1 (216×317 mm to 216×340 mm)*
- Custom2 (216×254 mm to 216×270 mm)*

Recording paper weight: 17-24 lb (64-90 g/m^2)

Fax printing speed: Approx. 6 pages/minute**

*May occur to reduce stack of sheets or to enlarge the margins on a page.

**Based on ITU-T No.1 Chart, A4, standard mode.

Dialing:	• Automatic dialing: – One-Touch Speed Dialing (32 locations) – Coded Speed Dialing (100 locations) – Group Dialing (131 locations) • Regular 10-button dialing (with numeric buttons) • Automatic redialing (including error redialing) • Manual redialing • Pause button
Networking:	• Delayed transmission (up to 133 locations) • Sequential broadcast (up to 133 locations) • Automatic receiving • Non-ring reception • Deactivate ECM
Report/reference:	• Activity report (up to 20 transactions) • Non-delivery report • TTI (Transmitter Terminal Identification)
Toner saver:	Economy mode for printing received faxes approximately 1.5 times the cartridge life.

Copier

Scanning resolution:	• 600 × 600 dpi (Direct copy) • 300 × 600 dpi (Memory copy)
Printing resolution:	600 × 600 dpi
Default size:	100%
Reduction sizes:	90%, 80%, 70%
Copy speed:	• One copy only: Approx. 25 seconds First copy of multiple copies: Approx. 39 seconds • Subsequent copies: Approx. 10 seconds
Multiple copies:	Up to 99 copies of a document

Telephone

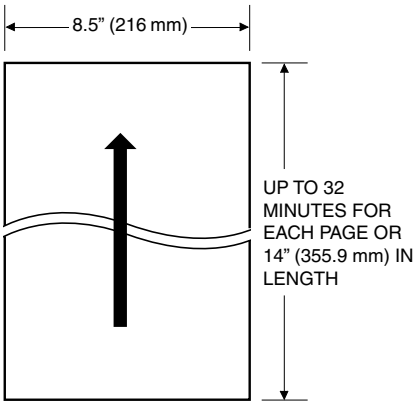
- Automatic FAX/TEL switchover
- Answering machine connection (CNG detecting signal, no sound)
- Telephone connection
- Handset (supplied) connection
- Remote reception by telephone (Default reception ID: 25)
- Tone button
- Pause button

Document Sizes

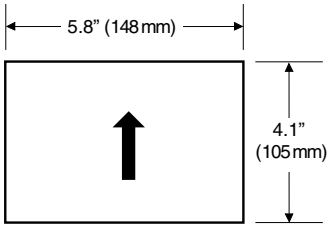
The following illustrations show the largest and smallest documents you can feed into the LASER CLASS 2060P.

When the document feed lever is set to Automatic document feed

Maximum Document Size



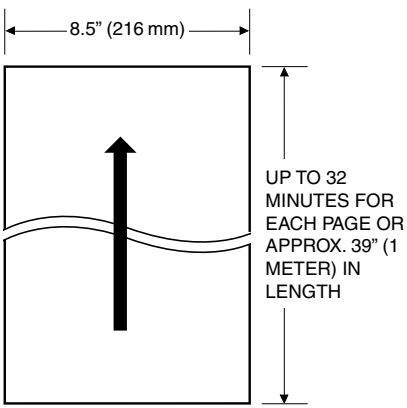
Minimum Document Size



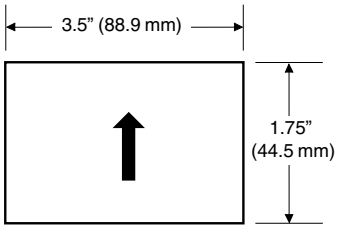
When the document feed lever is set to Manual document feed

Note that the scanning length may be shorter than the length of the actual document.

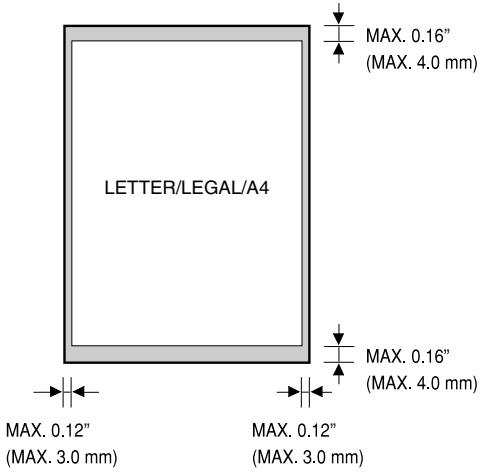
Maximum Document Size



Minimum Document Size



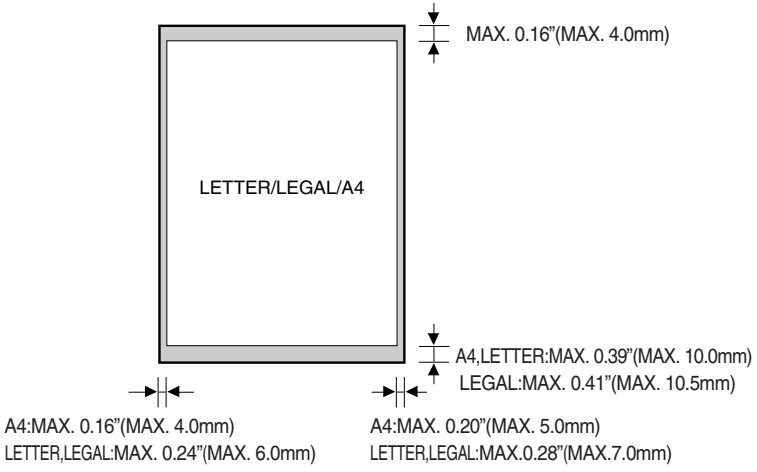
The figure below shows how much of a letter-, legal-, or A4-size document the LASER CLASS 2060P scans when faxing or scanning.



The margins of 0.12 in. (3.0 mm) on either side of the sheet and 0.16 in. (4.0 mm) on the top and bottom are outside the LASER CLASS 2060P's scanning area.

Printing Area

Note that the unit cannot print completely from the edge of one border to another. The size of the margin differs slightly with the paper size.



Glossary

A

AC

Alternating current. The type of electrical current available from a wall outlet.

Activity report

A journal of the LASER CLASS 2060P's fax transactions, both sent and received.

Application program

Software prepared for a specific function or set of functions. Developers who make application programs include drivers that support different types of printers.

ASCII

Acronym for American Standard Code for Information Interchange. A set of definitions for the bit composition of characters and symbols. ASCII defines 128 symbols using 7 binary bits and 1 parity bit.

Auto FAX/TEL switching

See *FAX/TEL switching*.

Automatic dialing

Dialing fax or telephone numbers by pressing one or three buttons. To use automatic dialing, you must register the numbers in the LASER CLASS 2060P's memory. See also *One-Touch Speed Dialing*, *Coded Speed Dialing*, and *Group Dialing*.

Automatic Document Feeder (ADF)

The device included in the LASER CLASS 2060P that feeds the document being faxed or copied in the LASER CLASS 2060P.

Automatic image reduction

The LASER CLASS 2060P can print the date, time, company name, and a fax number at the top of the faxes it receives. To prevent this information from crowding the faxed image on the page and possibly lengthening the fax, the LASER CLASS 2060P automatically reduces the size of the image on the page.

Automatic redialing

When the receiving fax machine is busy or does not answer, or when an error occurs while sending, the LASER CLASS 2060P waits a specified time and then automatically redials the number. If the receiving fax is still busy or does not answer, the LASER CLASS 2060P waits the specified time and dials again. If the fax still does not go through, the LASER CLASS 2060P prints an error TX report.

B

Bi-directional parallel interface port

An interface connection that can send and receive signals. For example, when you print a document from your computer, data goes from your computer to the LASER CLASS 2060P.

bps

Bits per second. Refers to the speed with which a fax machine sends and receives data.

Broadcasting

Transmitting documents to more than one location (through the LASER CLASS 2060P's memory).

C

Centronics

An interface standard for parallel data transmission. The interface on the LASER CLASS 2060P is a Centronics-type parallel interface.

CNG

Calling Tone. This is a signal sent by fax machines to identify the call as an incoming document. When the receiving fax detects this signal, it automatically starts to receive the fax transmission. The majority of fax machines in use today can send and detect CNG signals.

Coded Speed Dialing

An automatic dialing method that allows you to dial a fax or telephone number by pressing the **Coded Dial/Directory** button and a two-digit code using the numeric buttons.

Cursor

The underline symbol you see on the LCD display when you register numbers and names in the LASER CLASS 2060P. Press the < or > button to move the cursor.

D

Delayed sending

The ability to send a document at a preset time in the future. You do not have to be in your office to use delayed sending to one or more destinations. (You can set up only one delayed transmission at a time on the LASER CLASS 2060P.)

Dialing methods

Ways of pressing one or more buttons to access a number to connect to an outside party or fax machine. Dialing methods include One-Touch, Coded Speed Dialing, Group Dialing, and regular dialing with the numeric buttons.

Document

The sheet of paper containing the data that you send to, or receive from a unit.

dpi

Dots per inch. A unit of measurement for indicating a unit's resolution. Your LASER CLASS 2060P produces a resolution of 600 dpi.

Dual access (Multitasking)

Enables the LASER CLASS 2060P to receive a fax, even if it is copying or printing a document. Also enables you to load other faxes into memory, make copies, print out reports, print documents or register information while the LASER CLASS 2060P sends a fax from memory.

E

ECM

Error Correction Mode. The ability of your LASER CLASS 2060P to reduce system and line errors when sending or receiving from another fax with ECM capability. ECM is most effective in areas where the telephone lines are in poor condition or there is frequent interference on the line. Do not use ECM if you need to send a document quickly and you are sure the other party can read your transmission without it (turning off ECM also turns off MMR).

Extension

A telephone connected to the LASER CLASS 2060P that is used in place of the handset. You can use the extension telephone to activate incoming reception of documents manually.

F

Factory default

The LASER CLASS 2060P is preprogrammed in the factory with settings that we recommend. These are known as Factory Default Settings. You can customize your LASER CLASS 2060P by programming settings other than the Factory Default Settings.

FAX/TEL switching

This option allows you to set the LASER CLASS 2060P to automatically detect whether a call is from a fax or telephone. If the call is from another fax, the transmission is automatically received. If the call is from a telephone, the LASER CLASS 2060P rings to let you know, so you can pick up the handset. With this feature, one telephone line can be shared by both the telephone and the fax.

FINE

The resolution setting for documents with very small characters and lines.

G

G3, Group 3 fax machine

Defined by ITU-T. Uses encoding schemes to transmit image data while reducing the amount of data that needs to be transmitted, thus reducing transmission time. G3 fax machines can transmit one page in less than one minute. Encoding schemes for G3 fax machines are Modified Huffman (MH), Modified READ (MR), and Modified Modified READ (MMR).

Gray scale

Representing color in black and white as a result of different intensities of color. Different colors and intensities of colors appear as different shades of gray.

Group Dialing

A dialing method that enables you to dial up to 131 registered One-Touch Speed Dialing or Coded Speed Dialing numbers together as a group. This means that you can press just one or three buttons to enter numbers when sending the same document to many destinations.

H

Halftone

Using this method, the LASER CLASS 2060P produces shades of gray by mapping dots to be printed.

I

IEEE 1284

IEEE 1284 is the specification standard for PC-to-peripheral bi-directional parallel interface communications. The standard was adopted by IEEE, Institute of Electrical and Electronic Engineers, Inc., in 1993. Some of the benefits it provides are: bi-directional communication between PC's and peripheral devices, a higher speed data transfer rate, and protection against data loss due to noise interference.

Interface

The connection between two devices that makes it possible for them to communicate with each other. The LASER CLASS 2060P features a parallel interface, which makes it compatible with IBM and similar personal computers.

Interface cable

The cable used to create the interface between a printer and a computer.

Interface port

The LASER CLASS 2060P comes with one Centronics, 8-bit, bi-directional parallel interface port, located on the back of the unit. You attach the cable that connects your computer and LASER CLASS 2060P to this port.

ITU-T

The International Telecommunications Union-Telecommunications sector, a committee which created to set international standards for telecommunication.

J

Jack

The telephone receptacles on your wall or on your LASER CLASS 2060P used to connect the LASER CLASS 2060P to the telephone line, answering machine, handset, or telephone.

M

Manual receiving

A method of receiving faxes in which you answer all incoming calls using the handset. If you hear a slow beep it indicates an incoming fax transmission from another machine. Just press the **Start/Copy** button to receive the incoming fax.

Manual redialing

When you use regular dialing, you can redial a number manually simply by pressing the **Redial** button on the operation panel. The last number called is the number redialed.

Memory sending

Scans a document into memory before the LASER CLASS 2060P dials the number(s) and sends it. This method allows you to retrieve your original document immediately after scanning.

Modem

A device that converts (MOdulates) digital data for transmission over telephone lines. At the receiving end, this device converts the modulated data (DEModulates) to digital format that the computer understands.

N

Noise

A term applied to a variety of problems that impair the operation of telephone lines used for faxing.

Numeric buttons

The round, numbered buttons on the operation panel marked the same as a standard telephone keypad. Press them to perform regular dialing. You also use the numeric buttons to enter numbers and letters when you register numbers and names, and for entering coded speed dialing codes.

O

One-Touch Speed Dialing

An automatic dialing method that allows you to dial a fax or telephone number by pressing a single One-Touch Speed Dialing button. The LASER CLASS 2060P can store up to 32 numbers for One-Touch Speed Dialing.

One-Touch Speed Dialing buttons

The buttons numbered 1 to 32 on the operation panel of the LASER CLASS 2060P, each of which may be registered as a fax or telephone number. Once a number is registered, you press one button to dial the entire number.

P

Paper feed

Refers to guiding a sheet of paper into the unit's paper path.

Parallel interface

An interface that transmits multiple bits simultaneously (usually in one-byte segments). Your LASER CLASS 2060P has a built-in, Centronics-type bi-directional parallel interface. See also *Interface port*.

Pause

A timing entry required for registering certain long distance numbers and for dialing out through some telephone systems or switchboards. Pressing the **Pause** button enters a pause between digits of a telephone number.

Photo

The document setting you use for sending or copying documents with intermediate tones, such as photographs.

Polling

One fax machine requesting another to send a document. The receiving party calls the fax machine holding the document to be sent, and requests that it be sent.

Printable area

The area of a sheet of paper on which a printer can reproduce text or graphics (the printing area is smaller than the paper). On this unit, the printing area varies depending on the type of paper being used.

Printer driver

The printer driver allows you to use the LASER CLASS 2060P as a printer for your PC with Windows 95/98/Me and Windows NT 4.0/2000 installed. To use the LASER CLASS 2060P as a printer, install the supplied printer driver in your PC.

Pulse

See *Rotary pulse*.

Q

Quick-on-line sending

Quick-on-line sending is the easiest and quickest way to send a document. After a document is set in the Automatic Document Feeder (ADF), the LASER CLASS 2060P begins to scan the entire document into the memory. As the first page of a multi-page document is being scanned, your LASER CLASS 2060P will begin to call the other party, and transmit the information even as the remaining pages are being scanned. The LASER CLASS 2060P scans the document quickly so you can get it back in a few moments and return to work.

R

RAM

Random Access Memory. Memory that is used for temporary storage of information such as: documents you want to print, scanned and received documents, and downloaded fonts.

RECEIVE MODE

The button that controls how the LASER CLASS 2060P receives fax and telephone calls.

Receiving

Receiving transmission is also defined as RX or Reception. The LASER CLASS 2060P can be customized to receive fax documents in many ways:

- ❏ Receive fax documents only (FAX ONLY MODE)
- ❏ Receive both telephone calls and fax documents on the same line (Fax/Tel Mode)
- ❏ Receive telephone calls and fax documents manually (MANUAL MODE)

Reception

See *Receiving*.

Redialing-automatic

When the fax you dial does not answer or a sending error occurs, the LASER CLASS 2060P waits for a specified interval and then redials the same fax number. You can adjust the number of redials and the length of time between redialing.

Redialing-manual

When you use the regular dialing method, you can quickly call the last number dialed by pressing the **Redial** button.

Reduction mode

The LASER CLASS 2060P's automatic feature that slightly reduces the received image to allow room at the top of the page for the sender's ID information. You can also reduce the size of large incoming documents using the RX REDUCTION option.

Registering

A process by which you place fax or telephone numbers and names in the LASER CLASS 2060P's memory for automatic dialing so that you can save time dialing frequently called destinations.

Regular dialing

Pressing the individual numeric buttons to dial a fax or telephone number.

Remote receiving ID

The two-digit code that enables you to manually activate fax reception using a telephone that is connected to the LASER CLASS 2060P.

Remote reception

Activating fax reception by answering a telephone that is connected to the LASER CLASS 2060P, but that is not located near the LASER CLASS 2060P. You need to dial a remote receiving ID number to start remote reception.

Report

A document printed by the LASER CLASS 2060P and containing information about the faxes it has sent or received.

Resolution

The density of dots for any given output device. Expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data, for example, 360 × 360 dpi. This unit produces output with 600 × 600 dpi precision.

Rotary pulse

A telephone dialing system where a dial is rotated to send pulses to the telephone switching system. When you pulse dial, you hear clicks. When you touch-tone dial, the most common dialing system, you hear tones. Rotary pulse dialing requires certain setting adjustments.

RX

See *Receiving*.

S

Scanning contrast

A setting that darkens or lightens the scanning of documents.

Sender ID

Information printed at the top of a fax (also called TTI or Transmit Terminal ID):

- ❑ Date and time the fax was sent
- ❑ Sender's fax/phone number
- ❑ Sender's name
- ❑ Your name or company name
- ❑ Page number

Sending
A fax document that has been scanned by a facsimile machine and sent over telephone lines, in the form of electrical pulses, to another facsimile machine. Also called TX or Transmit.

Sending speed
The rate at which faxes are transmitted through the phone line. See also *bps* (bits per seconds).

Sequential broadcasting
Allows you to send a scanned fax to as many as 133 locations at once, using a combination of One-Touch Speed Dialing, Coded Speed Dialing, and regular dialing.

STANDARD
A document setting for sending normal typewritten or printed documents containing only text and no drawings, photographs, or illustrations.

Standby
The mode in which the LASER CLASS 2060P is on and ready to use. All operations start from standby mode when the LCD displays the date and receiving mode.

T

Timed sending
See *Delayed sending.*

TONE
A button that allows you to temporarily switch to touch-tone from pulse dialing. In some countries, on-line data services may require that you use tone dialing.

Tone/pulse setting
The ability to set the LASER CLASS 2060P to match the telephone dialing system your telephone line uses: touch-tone or rotary pulse.

Toner

A black, resin coated powder contained in the FX-3 toner cartridge. The unit applies the toner to the surface of the photosensitive drum inside the unit via an electrophotographic mechanism.

Toner saver

You can enable or disable economy printing (toner saving feature). By enabling the ECONOMY PRT setting, toner consumption can be decreased by as much as 30 – 40 percent, resulting in a longer effective cartridge life.

Transaction number

A unique number assigned to each fax document sent (TX NO.) or received (RX NO.) by the LASER CLASS 2060P and used to identify that particular fax document.

Transmit

See *Sending*.

TTI

Transmit Terminal ID. See *Sender ID.*

TX

See *Sending*.

U

UHQ™ (Ultra High Quality)

An exclusive Canon digital image processing system that incorporates 64 shades of gray along with a special edge enhancement feature which ensures that text and photos are transmitted with ultimate clarity.

Index

A

Activity Report
  printing 12-2
  sample 12-3
ALARM lamp
  explanation 2-28
ALARM VOLUME setting 15-4
ANS.MACHINE MODE
  description 7-3
  using 7-11
Answering machine
  connecting 2-20
  jack 2-26
  receiving mode 7-10
  receiving with 7-3
Area
  scanning 6-5
Assembling
  unit 2-13
Attaching
  extension tray 2-14
  paper loading label 2-13
  support tray 2-15
AUTO REDIAL
  message 13-40
  setting 15-8
Automatic document feed
  document requirements 6-3
  loading documents 6-7
  selecting 6-6
Automatic Document Feeder (ADF) 2-24
  adding pages 6-22
  jams 13-5
  removing document 6-24
Automatic redialing
  canceling 6-27
  setting up 6-28

B

Broadcasting
  sequential 6-31
BUSY/NO SIGNAL message 13-40

C

CALLING message 13-41
CALLING VOLUME setting 15-4
Canceling
  automatic redialing 6-27
  manual redialing 6-26
  sending 6-23
CHECK COVER/CART message 2-23, 13-41
CHECK DOCUMENT message 13-41
CHECK PAPER SIZE message 13-41
CHECK POLLING ID message 13-41
CHECK PRINTER message 13-42
Cleaning
  exterior 14-2

inside of unit 14-3
scanner components 14-6
Coded Dial/Directory button 2-27
explanation 2-28
Coded speed dial list
printing 12-9
sample 12-12, 12-13
Coded speed dialing 5-2, 5-12, 5-21
changing names 5-17
changing numbers 5-17
description 5-2
storing numbers 5-12
using 5-21
COMMUNICATING PLEASE WAIT message 13-42
Components 2-5, 2-24
attaching 2-13
cleaning scanner 14-6
Connecting
answering machine 2-20
handset 2-18, 2-20
PC 2-21
power cord 2-22
telephone 2-19, 2-20
Contrast
DARKER 6-14
LIGHTER 6-14
setting 6-14
STANDARD 6-14
Conventions
type 1-11
Copying 11-2
features 1-5
problems 13-37
receiving while 7-13
resolution 11-2
Cover
front 2-24, 2-25
Cursor button
explanation 2-31
Customer support 1-11, 13-2

D

Date
entering 3-9
DATE & TIME setting 3-9, 15-4
Delayed sending 6-36
sending documents when the machine is set for 6-36
Delayed Transmission button
explanation 2-30
Deleting
document in memory 8-7
Dialing
coded speed 5-2, 5-12, 6-17
group 5-2, 5-23
long distance 10-2
methods 6-17
one-touch speed 5-2, 5-3, 6-17
regular 6-17
special 10-2
speed 5-1
through switchboard 10-2
tone dialing on a pulse line 10-4
Dimensions
unit 2-4
DISPLAY LANGUAGE setting 15-17
Distinctive Ring Pattern Detection 1-6
Document
adding pages in ADF 6-22
guides 2-24

identifying your 3-8
in memory 7-12, 8-2
loading 6-7
loading for automatic feed 6-7
loading for manual feed 6-11
problem 6-4
quantity 6-3
removing from ADF 6-24
requirements 6-3
scanning area 6-5
sending 6-18
size 6-3
stored in memory 7-12, 8-2
thickness 6-3
trouble with multipage 6-9
weight 6-3
Document feed
automatic 6-3, 6-6, 6-7
lever 2-27, 6-6
manual 6-3, 6-6, 6-11
Document feed lever
explanation 2-27
using 6-6
DOCUMENT READY message 13-42
DOCUMENT TOO LONG message 13-42
Documentation
Printer Driver Manual 1-9
Printer Driver Quick Start Guide 1-9
User's Guide 1-9

E

ECM (Error Correction Mode) 1-4
ECM RX
message 13-43
setting 15-10
ECM TX
message 13-43
setting 15-8
Editing
information 3-4
Entering
date 3-9
guidelines 3-2
letters 3-3
numbers 3-3
pauses 10-2
symbols 3-3
time 3-9
your fax number 3-10
your name 3-10
Error
TX report 12-4
Extension tray 2-6, 2-24
attaching 2-14

F

F/T RING TIME setting 7-5, 7-6, 15-10
F/T SW ACTION setting 7-6
F/T SWITCH ACTION setting 7-5, 15-10
Face-down delivery 4-7
setting 4-8
slot 2-24
Face-up delivery 4-7
setting 4-9
slot 2-24
Fax number
registering your 3-10

FAX ONLY MODE 7-3
  description 7-3
  using 7-10
Fax/Tel Mode 7-2, 7-4
  description 7-2
FAX'S PRINTER SET menu
  accessing 15-12
  description 3-6
  settings 15-13
Features
  copier 1-5
  main 1-3
  plain paper fax 1-4
  telephone 1-5
Feeding paper
  problems 13-21
Fixing assembly 2-25
Front cover 2-24, 2-25
Function button
  explanation 2-30

G

Group dial list
  printing 12-9
  sample 12-13
Group dialing 5-2, 5-23
  creating groups 5-23
  description 5-2
  sending with 6-33
  using 5-28
Guides
  document 2-24
  paper 2-24

H

Handset 2-8
  jack 2-26
  sending with 6-16
HANG UP PHONE message 13-43
Humidity 2-3

I

INCOMING RING setting 15-11
Installation Completion Report 2-6

J

Jack
  answering machine 2-20, 2-26
  handset 2-26
  telephone 2-20, 2-26
  telephone line 2-19, 2-26
Jams
  after clearing 13-20
  in Automatic Document Feeder (ADF) 13-5
  in front area 13-15
  in output slots 13-7
  inside unit 13-10
  paper 13-5

K

KEYPAD VOLUME setting 15-4

L

Label
  paper loading 2-6, 2-13
Labels
  selecting 4-4
  using 4-9
Lamp
  Alarm 2-27
Latch
  release 2-24
LCD display
  explanation 2-27
Letters
  entering 3-3
  lowercase 3-3
  uppercase 3-3
Lever
  document feed 2-27, 6-6
  paper release 2-25, 13-11, 13-20
Lifting
  unit 2-7
LINE MONITOR VOL. setting 15-4
List
  coded speed dial 12-9
  documents in memory 8-2
  group dial 12-9
  one-touch speed dial 12-9
  speed dialing 12-9
  user's data 12-14
Loading
  documents 6-7
  multi-purpose tray 2-40, 4-11
  recording paper 2-40, 4-11
Location
  choosing 2-3
  dimensions 2-4
Long distance
  dialing 10-2

M

Maintenance See Chapter 14
Manual
  redialing 6-26
  sending via the handset 6-16
Manual document feed
  document requirements 6-3
  loading documents 6-11
  selecting 6-6
MANUAL MODE 7-2, 7-9
  description 7-2
  using 7-9
Memory
  deleting documents from 8-7
  documents in 7-12, 8-2
  printing list of documents in 8-2
  sending 6-16, 6-20
MEMORY FULL message 11-4, 13-44
MEMORY IN USE xx% message 13-44
Memory Reference button
  explanation 2-30
Menu system
  FAX'S PRINTER SET 3-6, 15-12, 15-13
  REPORT SETTINGS 3-6, 15-5, 15-6
  RX SETTINGS 3-6, 15-9, 15-10
  SYSTEM SETTINGS 3-6, 15-16, 15-17
  TEL REGISTRATION 3-6
  TX SETTINGS 3-6, 15-7, 15-8
  understanding 15-2
  USER SETTINGS 3-6, 15-3, 15-4

using 3-6
Messages 7-12, 13-40
MID PAUSE SET setting 15-8
Multi TX/RX report 12-6
Multipage documents
trouble with 6-9
Multi-purpose tray 2-24
capacity 2-40
loading paper 2-40, 4-11
problems feeding into 13-21
Multitasking 1-3, 7-13

N

Name
changing 5-7, 5-17
registering your 3-10
NO ANSWER message 13-44
NO RX PAPER message 13-44
NO TEL # message 13-44
NOT AVAILABLE NOW message 13-45
Numbers
changing 5-7, 5-17
entering 3-3
storing 5-3, 5-12
Numeric buttons 2-27
explanation 2-28

O

OFFHOOK ALARM setting 15-4
One-Touch Speed Dial buttons 2-27
explanation 2-28
One-touch speed dial list
printing 12-9
sample 12-10, 12-11
One-touch speed dialing 5-2, 5-3
buttons 2-27, 2-28
changing names 5-7
changing numbers 5-7
description 5-2
storing numbers 5-3
using 5-10
Operation panel 2-24, 2-27
entering information via 3-2
Output slots
jams 13-7
OUTPUT TRAY FULL message 13-45

P

Paper
guides 2-24
jams 13-5
loading 2-40, 4-11
loading label 2-6, 2-13
path 4-5
recording 2-40
release lever 2-25, 13-11, 13-20
rest 2-14, 2-24
selecting 4-2, 4-4
size 4-2
weight 2-40, 4-2
Paper delivery
face-down delivery 4-7, 4-8
face-up delivery 4-7, 4-9
paper path 4-5
selecting 4-7
selector 2-24, 4-8, 4-9
Paper loading label 2-6
attaching 2-13

Paper rest 2-14, 2-24
PAPER SIZE setting 15-13
Pause
  entering 10-2
PBX 10-2
PC 2-21
Plain paper fax 1-4
PLEASE WAIT message 2-23, 13-45
polling
  before polling receiving 9-2
  before polling to send 9-6
  canceling polling box setup 9-12
  changing polling box setup 9-10
  to receive 9-3
POLLING BOX
  accessing the menu 15-14, 15-15
  setting 9-6
Power cord 2-5, 2-6
  connecting 2-22
Power cut 13-39
Power switch 2-23
Print media
  labels 4-3, 4-4
  paper 4-2, 4-4
  selecting 4-2
Print quality
  problems 13-28
Printer driver 1-7, 1-9, G-8
Printing
  documents in memory 7-12
  list of documents in memory 8-2
  problems 13-23
Problems
  copying 13-37
  faxing 13-29
  feeding paper 13-21
  general 13-38
  index 13-3
  printing 13-23
  printing quality 13-28
  receiving faxes 13-32
  sending faxes 13-29
  telephone 13-36
Product registration sheet 2-6
Pulse line
  setting 3-12
  using tone dialing on a 10-4

R

REC. PAPER JAM message 7-12, 13-45
Receive mode
  ANS.MACHINE MODE 7-3
  FAX ONLY MODE 7-3
  Fax/Tel Mode 7-2
  MANUAL MODE 7-2
Receive Mode button 2-27
  explanation 2-28
RECEIVED IN MEMORY message 13-45
Receiving
  ANS.MACHINE MODE 7-3
  canceling 7-14, 9-5
  Fax/Tel Mode 7-2, 7-4
  in memory 7-12
  MANUAL MODE 7-2, 7-9
  manually 7-9
  printing 7-13
  problems 13-32
  while copying 7-13
  while registering 7-13
  with answering machine 7-11
Reception (RX) report 12-7

Recording paper
loading 2-40
Redial button
explanation 2-27
REDIAL INTERVAL setting 15-8
REDIAL TIMES setting 15-8
Redialing 6-26
canceling 6-26, 6-27
manual 6-26
setting up 6-28
Reduction
when copying 11-2, 11-3
Registering
date 3-9
guidelines 3-2
receiving while 7-13
time 3-9
your fax number 3-10
your name 3-10
Release latch 2-24
REMOTE RX setting 15-11
Removing
document from ADF 6-24
shipping materials 2-10
REPLACE CARTRIDGE message 2-34, 13-46
Replaceable parts 2-12
Replacing
cartridge 2-34, 14-9
Report 12-2
activity 12-2
error TX 12-4
installation completion 2-6
multi TX/RX report 12-6
reception (RX) 12-7
transmission (TX) 12-4
Report button
explanation 2-30
using 12-2, 12-9, 12-14, 12-15
REPORT SETTINGS menu
accessing 15-5
description 3-6
settings 15-6
Resolution
copying 11-2
FINE 6-13
PHOTO 6-13
scanning 6-13
setting 6-13, 11-2
STANDARD 6-13
SUPER FINE 6-13
ULTRA FINE 6-13
Resolution button 2-27
explanation 2-28
using 6-13, 11-2
RING COUNT setting 15-11
RING START TIME setting 7-5, 7-6, 15-10
Roller
transfer charging 2-25
RX CALL LEVEL setting 15-4
RX MODE setting 15-10
RX REDUCTION setting 15-13
RX report 12-7
RX REPORT setting 15-6
RX SETTINGS menu
accessing 15-9
description 3-6
settings 15-10
RX START SPEED setting 15-17

S

Safety instructions 1-12
Scanning
  area 6-5
  cleaning components 14-6
  contrast 6-13, 6-14
  resolution 6-13
SCANNING CONTRAST setting 15-4
Search button
  explanation 2-31
Selecting
  automatic document feed 6-6
  manual document feed 6-6
  paper delivery 4-7
  print media 4-2
Selector
  paper delivery 2-24, 4-8
Sending
  canceling 6-23
  delayed 6-36
  destinations 6-31
  documents 6-18
  manual via the handset 6-16, 6-18
  memory 6-16, 6-20
  methods 6-16
  polling 9-6
  preparing to send 6-3
  problems 13-29
  with group dialing 5-28, 6-33
Sequential broadcasting 6-31
Serial number
  unit 13-2
Setting
  contrast 6-13, 6-14
  scanning resolution 6-13
  telephone line type 3-12
Shipping materials
  removing 2-10
Size
  document 6-3
  paper 4-2
Special function buttons 2-30
  Clear button 2-31
  cursor buttons 2-31
  Data Registration button 2-30
  Delayed Transmission button 2-30
  Memory Reference button 2-30
  plus button 2-31
  Polling button 2-30
  Report button 2-30
  search buttons 2-31
  space button 2-31
  using 3-5
Speed
  copying 1-5
  transmission 1-4
Speed dialing
  coded 5-2, 5-12
  group dialing 5-2, 5-23
  list 12-9
  methods 5-2
  one-touch 5-2, 5-3
START AGAIN message 13-46
Start/Copy button 2-27
  explanation 2-28
Stop button 2-27
  explanation 2-28
SUPPLY REC. PAPER message 7-12, 13-46
Support trays 2-5, 2-6, 2-24
  attaching 2-15
Switchboard
  dialing through 10-2

Symbol
entering 3-3
SYSTEM SETTINGS menu
accessing 15-16
description 3-6
setting 15-17

T

TEL LINE TYPE setting 15-4
TEL REGISTRATION menu
description 3-6
Telephone
connecting 2-20
features 1-5
jack 2-26
problems 13-36
Telephone line 2-5, 2-6
connecting 2-19
jack 2-26
setting type 3-12
Temperature 1-13, 2-3
Testing
unit 2-47
Time
entering 3-9
Tone
using on a pulse line 10-4
Tone button 2-27
using 10-4
Toner cartridge 2-5, 2-6
compartment 2-25
handling 2-32
installing 2-34
replacing 2-34
storing 2-32
Toner saving setting 15-13
TONER SUPPLY LOW setting 15-13
Touch tone
setting 3-12
using on a pulse line 10-4
Transmission reports 12-4
error TX report 12-4
multi TX/RX report 12-6
TX report 12-5
Transmission speed 1-4
Transmit Terminal Identification 3-8
Transporting
unit 14-10
TTI See Transmit Terminal Identification
TTI POSITION setting 15-4
TX report 12-4, 12-5
TX REPORT setting 15-6
TX SETTINGS menu
accessing 15-7
description 3-6
setting 15-8
TX START SPEED setting 15-17
TX/RX CANCELLED message 13-46
TX/RX NO. xxxx message 13-46
Type conventions 1-11

U

UHQ™ (Ultra High Quality) 1-4, 6-13
unable to solve 13-2
Unit 2-5, 2-6
assembling 2-13
cleaning 14-2
components 2-5, 2-6, 2-24
dimensions 2-4
front view 2-24

inside view 2-25
lifting 2-7
main features 1-3
maintenance 14-1
paper path 4-5
PC 2-21
personalizing 3-8
rear view 2-26
serial number 13-2
testing 2-47
transporting 14-10
unpacking 2-5
user's guide 1-9, 2-5, 2-6
UNIT TELEPHONE # setting 3-10, 15-4
Unpacking 2-5
USER SETTINGS menu
accessing 15-3
description 3-6
settings 15-4
User's data list
printing 12-14
sample 12-14
User's guide 2-5, 2-6
conventions 1-11
using 1-9

V

Ventilation 1-12, 2-4
Voltage 2-3, 2-22
Volume
ALARM VOLUME setting 15-4
CALLING VOLUME setting 15-4
KEYPAD VOLUME setting 15-4
LINE MONITOR VOL. setting 15-4
VOLUME CONTROL setting 15-4

W

Warranty 1-11 See also back of this user's guide
limited warranty 2-6
Weight
document 6-3
paper 2-40, 4-2

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